

**Proposed Committee Structure**  
**and**  
**Terms of Reference**  
**2013 – 2016 Triennium**

**Adopted Version**  
*(Ordinary Council meeting 28/11/2013)*

~~Please bring this document to:~~

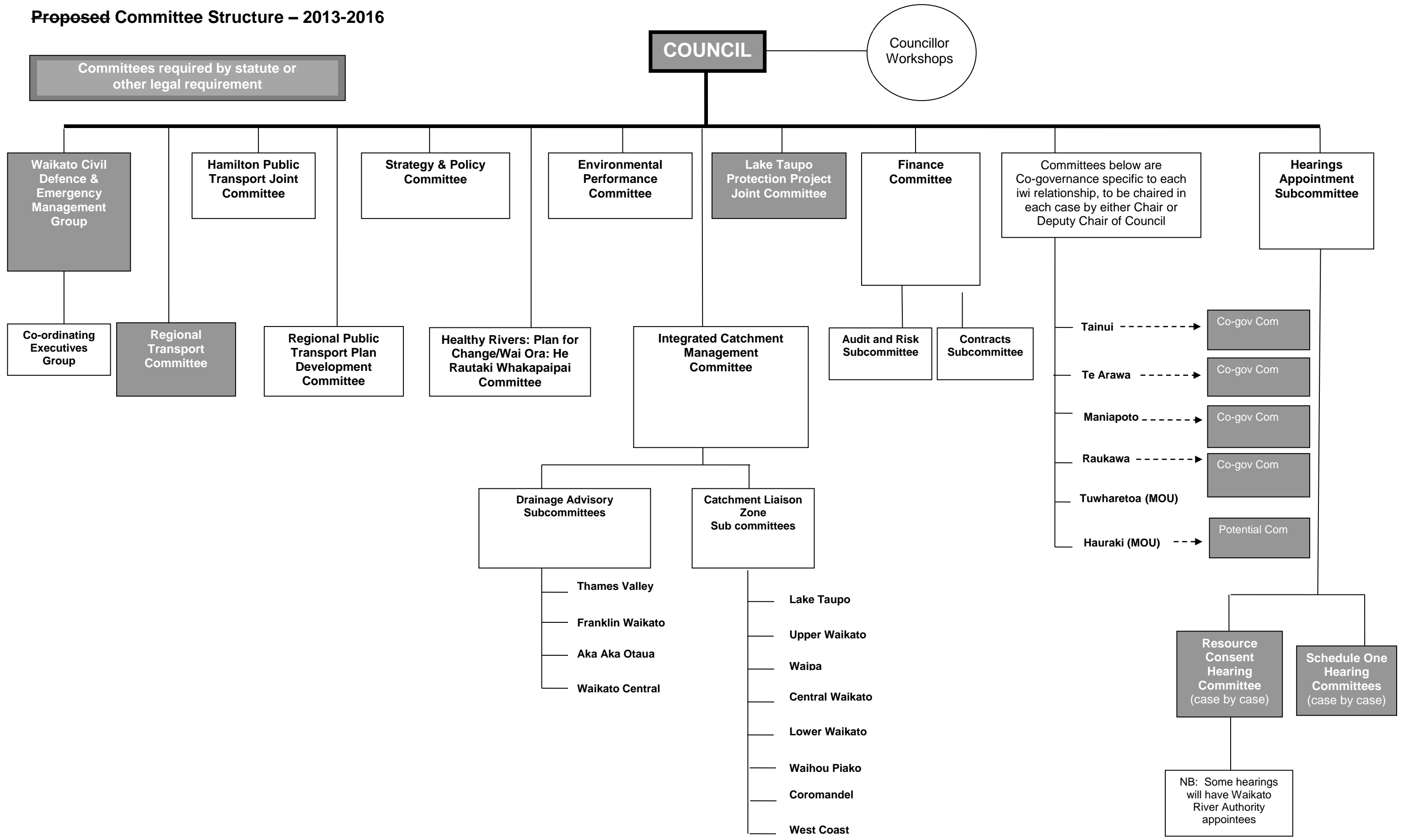
~~Council Meeting – 28 November 2013~~

Annotated to include 26 February 2015 Council meeting

Date: 29 November 2013



**Proposed Committee Structure – 2013-2016**



## Table of Contents

<b>PART A – Committees required by statute or other legal requirement</b>		
	<b>Briefing Notes Page</b>	<b>Terms of Ref Page</b>
Waikato Civil Defence Emergency Management Group	7	42
Hauraki Gulf Forum	7	45
Lake Taupo Protection Project Joint Committee	8	47
Regional Transport Committee	8	50
<b>Co-governance</b>		
Nga Wai O Waipa Joint Committee	9	53
Raukawa Charitable Trust and Waikato Regional Council Co-governance Committee	9	55
Te Arawa River Iwi Trust and Waikato Regional Council Co-governance Committee	9	57
<i>Tuwharetoa Maori Trust Board and Waikato Regional Council Joint Committee (established 11/12/2014)</i>		
Waikato Raupatu River Trust and Waikato Regional Council Joint Committee	9	59
Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai Committee (To be considered – report attached to briefing notes)	9	60

<b>PART B – Discretionary Committees Established by Council under the Local Government Act 2002</b>		
	<b>Briefing Notes Page</b>	<b>Terms of Ref Page</b>
<i>CE Employment &amp; Remuneration Committee</i>		
Environmental Performance Committee	16	66
Finance Committee ( <i>Note: Proposed two subcommittees – Audit and Risk, and Contracts</i> )	16	68
Hamilton Public Transport Joint Committee ( <i>To be confirmed, in discussion with HCC</i> )	16	71
Integrated Catchment Management Committee ( <i>Note: Has Catchment Liaison Zone Subcommittees and Drainage Subcommittees</i> )	16	72
<i>Proposed Waikato Spatial Plan Joint Committee</i>		
Regional Policy Statement (RPS) Appeals Committee	16	75
Regional Public Transport Plan Development Committee ( <i>New proposed</i> )	17	76
Strategy and Policy Committee	17	78

<b>PART C – Proposed Governance Structure and Membership</b>		
	<b>Briefing Notes Page</b>	<b>Terms of Ref Page</b>
Audit and Risk Subcommittee	18	80
Contracts Subcommittee	18	82
Catchment Liaison Zone Subcommittees <ul style="list-style-type: none"> <li>• Lake Taupo Liaison</li> <li>• Upper Waikato</li> <li>• Central Waikato</li> <li>• Lower Waikato</li> <li>• West Coast</li> <li>• Waipa</li> </ul>	18	83

<ul style="list-style-type: none"><li>• Waihou-Piako</li><li>• Coromandel</li></ul>		
---	--	--

<b>PART C – Proposed Governance Structure and Membership</b>		
	<b>Briefing Notes Page</b>	<b>Terms of Ref Page</b>
Drainage Advisory Subcommittee <ul style="list-style-type: none"> <li>• Aka Aka Otua</li> <li>• Franklin/Waikato</li> <li>• Waikato Central</li> <li>• Thames Valley</li> </ul>	18	93
Hearings Appointment Subcommittee	19	99

**Summary of Council Membership Entitlements for Parts D – G** 101

<b>PART D – Other Committees, Subcommittees, Groups that Waikato Regional Council appoints to</b>		
	<b>Briefing Notes Page</b>	<b>Terms of Ref Page</b>
<i>(Proposed) 1080 Working Group</i>		
2020 Taupo-nui-a-tia Action Plan Joint Management Group	20	102
Farm Environment Award Trust	20	104
Future Proof Joint Implementation Committee	21	106
Hauraki Gulf Marine Spatial Plan Project Steering Group	21	108
Local Government NZ Annual Conference 2014		
Local Government New Zealand Zone 2	22	113
Maungatautari Reserve Management Committee	22	114
Mighty River Domain and Karapiro Reserves Committee	22	117
<i>Regional Development Forum (six monthly) (establishment deferred – S&amp;P Committee 8/5/2014 Doc #3019931 – Item 6)</i>		
<i>Regional Progress Forum (S&amp;P Committee 8/5/2014 Rec No. SPC14/23.1)</i>		
<i>Regional (Road Safety) Speed Management Governance Group RTC 14/57 6/10/2014</i>		
Rotokauri Lake Management Committee	23	118
TBFree Waikato Committee	23	120
Thames Valley Civil Defence Committee		
<i>(Three) Waters Governance Group</i>		
Waikato Agricultural Advisory Committee	23	126
SH3 Working Group	24	127
SH1/29 East Coast Main Trunk Line Working Group	24	129

<b>Part E – Council Control Organisations (CCO)</b>		
	<b>Briefing Notes Page</b>	<b>Terms of Ref Page</b>
Lake Taupo Protection Trust	25	131
Local Authority Shared Services Limited (LASS)	25	132
Regional Software Holdings Ltd (RSHL)	25	138
Martha Trust	26	139

<b>Part F – Other Committees, Groups where Waikato Regional Council has a representative nomination role</b>		
	<b>Briefing Notes Page</b>	<b>Terms of Ref Page</b>

Animal Ethics Committee (Ruakura)	27	140
Taupo-nui-a-tia Management Board	27	142
Waikato River Authority	28	143

<b>Part G – Chair/Deputy Chair (alternate) Responsibilities</b>		
	<b>Briefing Notes Page</b>	
Local Government New Zealand Regional Sector Group	29	
Mayoral Forum	29	
Upper North Island Strategic Alliance (UNISA)	29	

**Briefing Notes to Support  
Governance Structure and Membership  
for the 2013-2016 Triennium**





**Part A – Committees required by statute or other legal requirement**

Name of Committee	Briefing Notes
<p>Waikato Civil Defence Emergency Management Group File: 03 04 18</p>	<p>A region-wide Joint Committee required by statute – the Civil Defence Emergency Management Act 2002. S12 requires that “<i>every regional council and every territorial authority within that region must unite to establish a Civil Defence Emergency Management Group for the purposes of this Act as a joint standing Committee [as per Schedule 7 of the Local Government Act]</i>”. S12(2) prevents CDEM Groups from being automatically discharged at the end of a local government triennium. This has removed the need for local authorities to pass resolutions prior to the triennial elections to continue the existence of their CDEM Group.</p> <p>S13 provides for and requires every member local authority to appoint one (1) representative to the Joint Committee and for the Joint Committee to appoint its own Chairperson from the membership.</p> <p>S23 provides that the regional council shall be the administering authority for the Joint Committee.</p> <p>Council needs to appoint one (1) representative to the Joint Committee and to appoint at least one (1) alternate to ensure that an authorised representative is available at all times to attend any scheduled or ‘urgent’ Joint Committee meeting.</p>
<p>Hauraki Gulf Forum File: 22 03 36</p>	<p>Statutory Forum established by the Hauraki Gulf Marine Park Act 2000 [HGMP Act]. The Forum is deemed to be a Joint Committee of the constituent local authorities [s22]. Purposes:</p> <ul style="list-style-type: none"> <li>a) to integrate the management and, where appropriate, to promote the conservation and management in a sustainable manner, of the natural, historic and physical resources of the Hauraki Gulf, its islands and catchments, for the benefit and enjoyment of the people and communities of the Gulf and New Zealand.</li> <li>b) to facilitate communication, co-operation and co-ordination on matters relating to the statutory functions of the constituent parties in relation to the Hauraki Gulf, its islands and catchments and the Forum.</li> <li>c) to recognise the historic, traditional, cultural and spiritual relationship of tangata whenua with the Hauraki Gulf, its islands and where appropriate, its catchments.</li> </ul> <p>The HGF membership comprises various Ministry representatives, constituency local authorities and tangata whenua [s16 HGMP Act]. Waikato Regional Council is represented on this statutory forum by one (1) elected member with a deputy/alternate to be named. At the 28 October 2010 Triennial meeting Council appointed Cr SP</p>

Name of Committee	Briefing Notes
	<p>Friar as its representative and the Chairperson of the Policy and Strategy Committee (Cr PA Southgate) as the deputy/alternate for the 2010-2013 term (Res. No. WRC10/161).</p>
<p>Lake Taupo Protection Project Joint Committee File:</p>	<p>The Lake Taupo Protection Project Agreement (signed by the funding partners being the Crown, Taupo District Council and Waikato Regional Council) required the establishment of the Lake Taupo Protection Project Joint committee with the membership to comprise the three funding partners and representation from the Tuwharetoa Maori Trust Board. Each organisation represented on the Joint Committee is entitled to be represented by two (2) members.</p> <p>Also refer Part E – Council-controlled organisations for information about the Lake Taupo Protection Trust.</p>
<p>Regional Transport Committee File: 03 04 11</p>	<p>A region wide Joint Committee required by statute – the Land Transport Management Act 2003.</p> <p>S105 states that “as soon as practicable after each triennial election, every regional council must establish a regional transport committee [RTC] under this section for its region. Each regional council must appoint to its RTC (a) 2 persons to represent the regional council; (b) 1 person from each territorial authority in the region to represent that territorial authority; and (c) 1 person to represent the NZTA.</p> <p>The regional council must appoint from its [2] representatives the chair and deputy chair of the Joint Committee.</p> <p>S106 – Functions of RTC are to: Prepare a regional land transport plan, or any variation to the plan, for the approval of the relevant regional council, and Provide the regional council with any advice and assistance the regional council may request in relation to its transport responsibilities.</p> <p>Note: Responsibilities include representation on various steering groups e.g. SH3, SH1/29.</p> <p>The RTC receives technical advice from the Waikato Regional Advisory Group (RAG) – a non-political/staff group. Refer #2975472 for the RAG Terms of Reference.</p>

<b>Co-governance Committees</b>	<b>Briefing Notes</b>
Nga Wai O Waipa Joint Committee File:	<p>A Joint Committee between the Maniapoto Maori Trust Board, Waipa, Waikato, Otorohanga and Waitomo District Councils and Waikato Regional Council to give effect to the provisions pertaining to a joint management agreement consistent with the Nga Wai o Maniapoto (Waipa River) Act 2012 and to give effect to the governance provisions outlined in Clause 15 of the JMA.</p> <p>Membership comprises five (5) representatives from the Maniapoto Maori Trust Board and one (1) representative from each of the local authorities – total five (5).</p>
Raukawa Charitable Trust and Waikato Regional Council Co-governance Committee File:	<p>A Joint Committee between the Raukawa Charitable Trust and Waikato Regional Council to give effect to the guardianship provisions as provided for pursuant to clause 8 of the Joint Management Agreement between the organisations under the Ngati Tuwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010.</p> <p>Membership comprises an equal number of members from the Raukawa Charitable Trust and the Waikato Regional Council.</p>
Te Arawa River Iwi Trust and Waikato Regional Council Co-governance Committee	<p>A Joint Committee to give effect to the guardianship provisions (clause 12) as provided for in the Joint Management Agreement under the Ngati Tuwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010.</p> <p>Membership comprises an equal number of members from the Te Arawa River Iwi Trust and the Waikato Regional Council.</p>
Waikato Raupatu River Trust and Waikato Regional Council Joint Committee	<p>A Joint Committee to give effect to the provisions pertaining to a joint management agreement consistent with the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.</p> <p>Membership comprises an equal number of members from the Waikato Raupatu River Trust and the Waikato Regional Council.</p>

<b>New Proposed Committee</b>	<b>Briefing Notes</b>
Healthy Rivers: Plan for Change/ Wai Ora: He Rautaki Whakapaipai Committee File:	<p>A Joint Committee between the five Waikato River Iwi and Waikato Regional Council to fulfil the requirements of Section 46(2)(c) of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, Section 48(2)(c) of the Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010, Section 22(2)(c) of the Nga Wai o Maniapoto (Waipa River) Act 2012 by jointly deciding on the final recommendation to the Waikato Regional Council on the content of the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai.</p>

	<p>Proposed membership to comprise equal numbers of representatives between the Waikato River Iwi (one member from each for a total of five) and the Waikato Regional Council (five).</p> <p>See explanatory report overleaf.</p>
--	---

## **Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai – Rationale for Establishment**

**Subject:** Proposal for the establishment of a Healthy Rivers – Wai Ora Committee

---

### **Purpose**

To provide support for the establishment of a Healthy Rivers – Wai Ora Committee, supported by a terms of reference, to oversee the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai project, and thereby assist the council to meet its legal obligations in relation to the development a change to the Regional Plan,

### **Recommendations:**

1. THAT the report ‘Proposal for the establishment of the Healthy Rivers – Wai Ora Committee and adoption of associated Terms of Reference’ (Doc #2851636) dated 3 October 2013 be received.
2. THAT council constitutes the Healthy Rivers – Wai Ora Committee to (with iwi partners) develop the joint final recommendations on the content of the Healthy Rivers: /Wai Ora: He Rautaki Whakapaipai plan change.
3. THAT council adopts the terms of reference (Doc #2731091).
4. THAT council appoints the following five members onto the Healthy Rivers – Wai Ora Committee:
  - Councillor
  - Councillor
  - Councillor
  - Councillor
  - Councillor
5. THAT Councillor ( insert name) be appointed as the Co-chair on the Healthy Rivers – Wai Ora Committee.
6. THAT provision be made in the corporate calendar for councillor workshops to be held to ensure all councillors have ample opportunity to share information in relation to the plan change development process.

### **Legislative Context**

The following legislation impacts the process by which council develops its planning documents in relation to the Waikato and Waipa catchments:

- Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.
- Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Trust Waikato River Act 2010.
- Nga Wai o Maniapoto (Waipa River) Act 2012.

River iwi authorities referenced in this legislation are: Raukawa Charitable Trust, Te Arawa River Iwi Trust, Waikato Raupatu River Iwi Trust, Maniapoto Maori Trust Board, and the Tuwharetoa Maori Trust Board.

The underlying purpose of the above legislation is to protect and restore the health and wellbeing of the Waikato and Waipa Rivers and their catchments, and to provide mechanisms for iwi to work with local government agencies to ensure appropriate assertion of mana as kaitiaki.

Sections relevant to a plan change process are appended to the attached Terms of Reference.

The legislation requires that **joint recommendations** are made by iwi tribal authorities and council in relation to:

- commencing the process to prepare, review, amend and/or vary a Resource Management Act planning document; and
- notifying the draft Resource Management Act planning document.

The Waikato Regional Council retains the ultimate decision of notifying the (recommended) draft plan change.

## **Background**

The council has entered into co-management agreements with each of the iwi to express a partnership arrangement for plan development processes among other things.

For the purpose of the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai project, the council and river iwi agreed during the term of the previous triennium to work together. The approach taken is consistent with the requirements and intent of the legislation. Hence, a single joint working party, Te Rōpū Hautū, comprising staff representatives from river iwi, and the council has been established to provide management oversight of the plan change project. The chief executive of the Waikato River Authority has taken up the invitation to sit on Te Rōpū Hautū thereby supporting alignment of outcome with the Vision and Strategy<sup>1</sup>. A key outcome for Te Rōpū Hautū will be the delivery of a jointly recommended plan change addressing the adverse effects of discharges in the Waipa and Waikato River catchments

Council and iwi tribal authorities are referenced as “project partners” in the documentation supporting this project.

It is acknowledged by all parties in the partnership that the current collective co-management approach, as expressed through Te Rōpū Hautū, has:

- avoided the duplication of joint management processes and communication;
- provided the opportunity for information to be shared in a single forum, therefore enabling agreements to be made by way of consensus; and
- provided a basis for an integrated and co-ordinated approach in engaging with governance, staff, and stakeholders on this project.

However, it is acknowledged that to achieve the goal of a joint recommendation, meaningful involvement of the iwi partner tribal authorities throughout the project is necessary.

---

<sup>1</sup> Te Ture Whaimana o Te Awa o Waikato

Therefore, during the term of the previous council, partner workshops were held to consider how best to provide for a governance arrangement to monitor the plan development process and facilitate the joint recommendation to council at point of notification.

Councillor and trustee participants at their most recent workshop, (26 September) discussed this in some detail, and most agreed (some councillors dissenting) that the establishment of a committee comprising councillors and trustees to collectively decide on the final recommendation to the Waikato Regional Council on the content of the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai would be a preferred mechanism for meeting this obligation<sup>2</sup>, and the attached Terms of Reference were endorsed.

Staff were asked to forward this proposal as a recommendation to the incoming council.

### **In Brief: Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipa Project**

The Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipa Project partners will work with stakeholders to develop changes to the Regional Plan to help restore and protect the health and wellbeing of the Waikato and Waipa Rivers, which are key to a vibrant regional economy. The plan change project is primarily responding to four key drivers:

1. *Legal requirements to meet outcomes required by central government and co-management legislation*

The Vision and Strategy for the Waikato River *Te Ture Whaimana o Te Awa o Waikato*, is the primary direction setting document for the Waikato and Waipa Rivers and activities in their catchments. The second legislative driver is the National Policy Statement for Freshwater Management 2011 which requires regional councils to manage water quality by setting objectives, limits and targets for all water bodies.

2. *Water quality monitoring results*

Nitrogen levels in both rivers have been slowly but steadily rising over the last 20 plus years, and will continue to rise if interventions are not agreed. Sediment levels in the lower reaches of both rivers are high, and have risen over the last 20 plus years. Bacteria levels are high in the Waipa, and moderate from below Karāpiro to the mouth of the Waikato River. From 2008 to 2012 85% of Waipa River and 84% of lower Waikato River water samples were unsatisfactory for swimming.

3. *Policy effectiveness reviews*

Apart from the Lake Taupō catchment, the current Regional Plan does not address how to manage activities on land to protect water quality and appropriately manage the effects of excessive amounts of sediment, bacteria and nutrients entering water bodies. The Office of the Auditor-General's 2011 report on freshwater quality highlighted that more is needed to manage the risks to water quality in the Waikato than is provided by the current mix of regulatory and non-regulatory methods.

4. *Stakeholder and community expectations*

Water pollution is consistently the most important environmental issue for the Waikato community. People want the rivers to support a range of uses. Industry expects to be able to continue to use water from the rivers, and for the rivers to provide for future economic opportunities. The rivers are a taonga to iwi, who have long been concerned about their management. This project plays a part in fulfilling iwi aspirations for the Waikato River.

An overview of project progress to date will be provided at the earliest opportunity to the council.

---

<sup>2</sup> Section 46(2)(c) of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, Section 48(2)(c) of the Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Trust Waikato River Act 2010, Section 22(2)(c) of the Nga Wai o Maniapoto (Waipa River) Act 2012

## Summary

The potential complexity of processes required to derive a joint recommendation from each of the river iwi partners and council has been considered in some detail by the outgoing council and affected river iwi.

The preferred mechanism has been the establishment of a co-governance committee to oversee the plan change development process, and it was agreed that Te Rōpū Hautū would forward this recommendation via a paper for inclusion in committee structure proposals.

A number of options for membership of a co-governance committee have been canvassed. These included options which had full council membership, and other various combinations of membership but the preference was for 50:50 equal membership comprising 5 iwi and 5 councillors as expressed in the attached recommended Terms of Reference. To ensure all partners get ample opportunity to participate and monitor progress, it was agreed that regular workshops enabling wider participation from iwi trust board members and councillors would be held during the development process.



**Part B – Discretionary Committees established by Council under the Local Government Act 2002**

Name of Committee	Briefing Notes
<p><i>Chief Executive Employment &amp; Remuneration Committee (CEERC)</i>  File: 03 04 50 [restricted access]</p>	<p><i>Established by Council at its 24 April 2014 meeting to act for and advise Council on matters pertaining to the employment of the Council’s Chief Executive (CE), senior staff succession, strategic HR policy and statutory compliance.</i></p>
<p>Environmental Performance Committee  File:</p>	<p>Proposed Committee with objectives to:</p> <ul style="list-style-type: none"> <li>- monitor and report on the effectiveness of and compliance with council’s resource management responsibilities.</li> <li>- be informed about emerging and significant environmental issues, monitor performance trends, and to review policy in relation to the emerging issues and trends.</li> </ul>
<p>Finance Committee  File: 03 04</p>	<p>Terms of Reference amended to clarify the objectives and scope of activity of the Committee, in light of the proposal to establish a separate Audit and Risk Subcommittee in response to the recommendations/ directions given in the Council’s Audit NZ management letter recommendations and consistent with recommended good practice in prudent Financial Management.</p>
<p>Hamilton Public Transport Joint Committee  File: 03 04 21</p>	<p>In May 2012 Council resolved to dis-establish the Regional Public Transport Committee and enter into separate public transport governance arrangements with Hamilton City Council and other territorial authorities in the region. In July 2012 Council consider a further report re the governance of public transport in Hamilton as a result of advice from Hamilton City Council and supported the establishment of a WRC/HCC Public Transport Entity and appointed two WRC Hamilton constituency members (being Crs LA Livingston and PA Southgate) to the Entity with Cr J Hennebry as an alternate.</p> <p>The Entity met in August 2012 to consider the status, name and constitution/Terms of Reference matters for the Entity and WRC in September 2012 formally constituted the Hamilton Public Transport Joint Committee and adopted the Terms of Reference incorporating amendments to the frequency of meetings and co-chairing arrangements.</p> <p>In the September 2012 report to Council (Doc #2260745) it was stated that <i>“at the commencement of the 2013-2016 triennium the two Councils have the opportunity to review the effectiveness of this public transport governance body and decide whether or not to reconstitute the Joint Committee in the same format or an amended manner”</i>.</p>
<p>Integrated Catchment Management Committee  File: 03 04</p>	<p>Terms of Reference amended to ensure the objective and scope of activity cover the whole range of catchment management activities being undertaken – including the operational aspects of regional pest management.</p>

Name of Committee	Briefing Notes
Regional Policy Statement [RPS] Appeals Committee File:	<p>On 28 February 2013 the Hearings Appointment Subcommittee resolved that “pursuant to Schedule 7, Clauses 30 and 31 of the Local Government Act 2002 and the first schedule of the Resource Management Act, an Appeals Committee be established for the appeals to the Proposed Waikato Regional Policy Statement 2010, comprising* Independent Commissioner AR Watson (Chair), Councillors PA Southgate, SP Friar and PM Legg, and that the Proposed Waikato Regional Policy Statement 2010 Appeals Committee be delegated authority to consider and decide upon settlement of appeals by staff (including Consent Orders) and/or provide guidance necessary to resolve the appeals in Environment Court proceedings”.</p> <p>The process to resolve appeals, either by mediated agreement or Environment Court decision is still ongoing, and provide guidance to staff undertaking negotiations with appellants.</p> <p>*membership drawn from the Proposed RPS Hearing Committee.</p>
Regional Public Transport Plan Development Committee	<p>Refer to comments above in Strategy and Policy Committee notes re proposal that specific project Committees be constituted for each significant plan development process and these would report directly to Council.</p> <p>The work of this committee is expected to be completed within the 2014-15 financial year.</p>
Strategy and Policy Committee File: 03 04	<p>The scope and purpose of the Strategy and Policy Committee is to:</p> <ul style="list-style-type: none"> <li>- inform council’s strategic direction and policy responses.</li> <li>- respond to external agency statutory planning processes via advocacy submissions.</li> <li>- advise Council in respect of thought leadership across matters of regional significance</li> </ul> <p>This is supported by the proposal that specific project Committees are constituted for each significant plan process each of which would report directly to Council this triennium: Healthy Rivers – Wai Ora Committee – Regional Plan change, Regional Public Transport Plan.</p>

**Part C – Subcommittees established by Council under the Local Government Act 2002**

Name of Subcommittee	Briefing Notes
<p>Audit and Risk Subcommittee File: 03 02</p>	<p>Refer to comments in Section B [in Finance Committee notes] re proposal to establish a separate Audit and Risk Subcommittee in response to the recommendations/directions given in the Council's Audit NZ management letter recommendations and consistent with recommended good practice in prudent Financial Management.</p>
<p>Contracts Subcommittee File: 03 02</p>	<p>Refer Contract Approval Delegation #2140894 as considered at the 14 March 2012 Finance &amp; Audit Committee meeting.</p> <p>The role of the committee is to consider/approve specified value range multi-year contracts.</p> <p>The membership of the committee is the Chairperson of Finance Committee, the Chief Executive and the Chairperson of the Committee relevant to the business area entering into the contract (or Council Chairperson where there is no relevant Committee).</p>
<p>Catchment Liaison Zone Subcommittees (x8)</p>	<p>Objective – to overview the appropriate programmes to provide for the effective and efficient discharge of Council's flood control and river and integrated catchment management responsibilities.</p> <p>The region is divided into Zones [sub-catchment and/or geographically linked areas] and the membership for each Subcommittee comprises relevant Councillors, key stakeholders and the local community including iwi.</p> <p>This zone based partnership model was developed as part of the Project Watershed exercise/process and has been developed and refined over time since 2000. There are currently eight (8) Zone Subcommittees, being Lake Taupo, Upper Waikato, Central Waikato, Waipa, Lower Waikato, West Coast, Waihou-Piako and Coromandel.</p>
<p>Drainage Advisory Subcommittees (x4) Files: 03 02 , 03 02 , 03 02 , 03 02</p>	<p>Objective – to oversee the appropriate programmes to provide for the effective and efficient discharge of Council's drainage responsibilities.</p> <p>The membership for each Subcommittee comprises landowner representatives from the relevant drainage area – appointed for a three year term by way of a nomination and informal ballot process for each subdivision represented on each [currently four] Subcommittee.</p>

<b>Name of Subcommittee</b>	<b>Briefing Notes</b>
Hearings Appointment Subcommittee File: 03 02 40	Responsible for establishing case specific resource consent and statutory policy process Hearing Committees and to appoint the membership of each hearing panel, including independent Hearing Commissioners. Because of tight RMA processing timeframes, the Committee needs to be able to meet “as required” and have the authority to make decisions. This Subcommittee reports directly to Council.

**Part D – Other Committees, Subcommittees, Groups that Waikato Regional Council appoints to**

Name of Committee/Group	Briefing notes
<p>2020 Taupo-nui-a-tia Action Plan Joint Management Group</p> <p><i>(Supported by Taupo District Council and Waikato Regional Council)</i></p>	<p>Purpose – to work with tangata whenua and the communities of Lake Taupo catchment to implement the 2020 Taupo-nui-a-tia Action Plan. The original project agreement was signed by the Minister for the Environment, the Paramount Chief of Ngati Tuwharetoa and the Chairperson of Waikato Regional Council in July 2001. WRC appointed the two local constituency members as its representatives on the Joint Management Group. The draft 2020 Taupo-nui-a-tia Action Plan was presented to Council in June 2004. Council resolved to endorse the Action Plan in principle, to continue to participate in the Joint Management Group and to support the implementation of the Action Plan through the Long Term Plan process.</p> <p>As a result of the constituency boundary review process in 2006, the number of WRC constituency members for Taupo changed from two to one for the 2007 elections. For the 2007-2010 Triennium Council appointed Cr LB Burdett as its representative. WRC membership for 2013-2016 triennium 2x representatives – one (1) Area Manager for Taupo/Upper Waikato Zone and one (1) being the constituency member for either the Taupo-Rotorua General constituency or the Nga Tai ki Uta Maori constituency.</p> <p>The Group met on 19 September 2013 to consider its future existence and role and confirmed the desirability of retaining the Group over the next triennium with a view to refreshing the Plan.</p>
<p><i>Farm Effluent Systems Monitoring Working Party</i></p>	<p><i>Established by Council 26 June 2014</i></p>
<p>Farm Environment Award Trust</p>	<p>The principal charitable object is the advancement, education, assistance and promotion of sustainable environmental management of land and other natural resources on farms within the Waikato Region. The Trust achieves its objectives by running the Balance Farm Environment Awards (BFEA) in the Waikato and it also runs extension activities by way of field days and publications to promote sustainable agriculture.</p> <p>Waikato Regional Council collaborated to run the first Farm Environment Award in 1993 and is the major Regional Partner of the Farm Environment Award Trust Waikato. The BFEA are now held in eight regions across New Zealand, all these regions work in close collaboration with their regional Council.</p> <p>Waikato Regional Council continues to have an important role in the awards in the Waikato. Staff contribute as judges and provide technical advice and two (2) WRC Councillors are nominated to be Trustees under the Trust Deed.</p> <p>For the 2007-2010 triennium Council appointed Crs Healey and Neeley as its representatives. For the 2010-2013 triennium Council appointed Crs Al Armstrong and ST Kneebone as its representatives.</p>

Name of Committee/Group	Briefing notes
Future Proof Joint Implementation Committee [Hamilton sub-regional Growth Strategy]	<p>Council made a commitment to the Hamilton sub-regional Growth Strategy, together with Hamilton City Council and Waikato and Waipa District Councils. This included the establishment and membership of the Future Proof Joint Committee – currently in the Growth Strategy Implementation phase.</p> <p>At the 28 October 2010 Triennial meeting Council appointed the Chairperson of Council (PR Buckley) and the Chairperson of the Policy &amp; Strategy Committee (Cr PA Southgate) as its representatives for the 2010-2013 term (Res. No. WRC10/165).</p>
Hauraki Gulf Marine Spatial Plan Project Steering Group	<p>The purpose of the Hauraki Gulf Marine Spatial Plan is to improve the environmental health and productivity of the Gulf, and enable appropriate use and development for the benefit of current and future generations.</p> <p>The structure of the project will comprise three key elements, being a Stakeholder Working Group, a Project Steering Group (PSG) and a Project Management and Expert Advisory Team.</p> <p>The PSG will provide leadership and strategic direction and will receive proposals for the marine spatial plan from the working group. This group will seek consensus on the final form of the marine spatial plan for delivery to the relevant statutory authorities. The PSG itself does not have statutory powers but contains representatives of the statutory agencies that will largely be responsible for implementing the marine spatial plan. This group will disband once a marine spatial plan has been delivered. The steering group is limited to 16 members to ensure a workable size. Of the two members representing Waikato Regional Council and Auckland Council, one from each must also be a member of the Hauraki Gulf Forum.</p> <p>Membership of the Project Steering Group will consist of:</p> <ul style="list-style-type: none"> <li>• 2 members from the Waikato Regional Council;</li> <li>• 2 members from the Auckland Council;</li> <li>• 1 member from a Territorial Authority;</li> <li>• 1 member from the Hauraki Gulf Forum;</li> <li>• 1 member from the Department of Conservation;</li> <li>• 1 member from the Ministry for Primary Industries; and</li> <li>• 8 mana whenua members representing the 26 iwi with an interest in the Gulf.</li> </ul> <p>Crs Friar and Barker were appointed as the WRC representatives on the PSG at the 28/2/2013 Council meeting [Res. No. WRC13/43.2].</p>

Name of Committee/Group	Briefing notes
Local Government New Zealand Annual Conference 2014	<p>That the report LGNZ Conference 2014" Doc #2996451 dated 112/3/2014 be received, and</p> <p>That four representatives be confirmed to attend the 2014 LGNZ Conference as follows:            Chairperson P Southgate,            Deputy Chairperson T Mahuta,            Cr K White, and            Chief Executive Officer V Payne</p> <p>That Chairperson P Southgate be confirmed as Council's presiding delegate and Deputy Chairperson T Mahuta be confirmed as the alternate delegate.            [Res No. WRC14/66 of 27/3/2014]</p>
Local Government New Zealand Zone 2	<p>Councils throughout the country are grouped into six zones and meet every three months to provide feedback to Local Government NZ. Zone 2 geographically comprises the area within the Waikato and Bay of Plenty regions and Gisborne District and includes all local authorities within that area. Waikato Regional Council is entitled to have three (3) elected members on the Zone 2 Committee.</p> <p>At the 28 October 2010 Triennial meeting Council appointed the Council Chairperson (PR Buckley), Council Deputy Chair (SP Friar) and the Regional Transport Committee Chairperson (NW Barker) as its representatives for the 2010-2013 term (Res. No. WRC10/158).</p>
<p>Maungatautari Reserve Management Committee</p> <p><i>(Established and administered by Waipa District Council)</i></p>	<p>The Reserve Committee was originally formed to represent community interests, to advise Waipa DC on matters of governance and management and to act as an independent auditor. Refer #1529029 (L from Waipa DC dated 22/7/2009) for further details of role of Reserve Committee.</p> <p>Proposed addition of (1) WRC representative on the Reserve Committee in light of WRCs financial commitment to the MEIT project.</p> <p>In August 2009 Cr Fisher was appointed with Cr Neeley as the alternate.</p> <p>For the 2010-2013 triennium Cr ST Kneebone was appointed with Cr PM Legg as the alternate.</p>
<p>Mighty River Domain and Karapiro Reserves Committee</p> <p><i>(Previously known as the Karapiro Domain Management Committee)</i></p>	<p>The Committee has been established by and is administered by Waipa District Council. The purpose is to:</p> <ul style="list-style-type: none"> <li>- to facilitate effective and meaningful communication between key stakeholders (being Waipa DC, tangata whenua, Waikato Regional Council, Mighty River Power, users and the community) to advise Waipa DC on all reserve management issues as they relate to the Domain and the reserve</li> <li>- to monitor implementation of the Karapiro Domain Strategy Plan and Reserve Management Plan 2005 and any revisions of it,</li> <li>- to oversee the preparation of updated reserve management plans</li> <li>- to advise Waipa DC on the management of the Domain,</li> </ul>

	<p>and</p> <ul style="list-style-type: none"> <li>- to advise Waipa DC on its promotion and future development</li> </ul> <p>One (1) representative from/nominated by WRC:</p> <ul style="list-style-type: none"> <li>- for the 2007-2010 triennium Council was represented by Cr Healey.</li> <li>- For the 2010-2013 triennium Council has been represented by Cr RM Rimmington.</li> </ul>
<i>Regional Development Forum (six monthly)</i>	<i>Pt report (Doc #3019931) considered at 8/5/2014 Strategy &amp; Policy Committee meeting. Also refer minutes of 29/5/2014 Council meeting (Doc #3061200) page 21 – debate on proposed Forum and view to defer establishment until contributing elements known.</i>
<i>Regional Progress Forum</i>	<i>Pt report (Doc #3019931) considered at 8/5/2014 Strategy &amp; Policy Committee meeting. Also refer minutes of 29/5/2014 Council meeting (Doc 3061200) page 21 debate on proposed forum and recommendation that: “an annual Regional Progress Forum is established to consider progress of the region (across all outcome areas) [Rec No. SPC14/23.1).</i>
<p>Rotokauri Lake Management Committee</p> <p><i>(Established and administered by Waikato District Council)</i></p>	<p>With respect to its functions, responsibilities and powers the Committee shall:</p> <ul style="list-style-type: none"> <li>- implement the Rotokauri Lake Management Plan in conjunction with Waikato District Council.</li> <li>- consult with local community and interested parties regarding reserve management priorities.</li> <li>- recommend annually to the Waikato District Council a two to three year work programme.</li> <li>- implement the work programme authorised by Waikato DC in conjunction with Council staff.</li> <li>- recommend changes to the Management Plan as appropriate.</li> <li>- promote community involvement in managing the reserve.</li> <li>- seek funding from various sources for reserve enhancement projects.</li> <li>- monitor reserve condition and use.</li> <li>- promote catchment management activities that will enhance the reserve.</li> </ul> <p>The Terms of Reference provide for Waikato Regional Council to have one (1) elected representative on this Committee. For the 2007-2010 triennium Council appointed Cr Armstrong as its representative.</p> <p>For the 2010-2013 triennium Council appointed Cr Stark as its representative.</p>
TBFree Waikato Committee	Meets quarterly to provide liaison on regional animal health



<p><i>(Formerly the Regional Animal Health Advisory Committee [RAHAC] established circa 1991) – administered by the Animal Health Board</i></p>	<p>matters under the management of the Animal Health Board. Waikato Regional Council has been represented on this Committee by the Chairperson of the Regional Pest Management Committee. Appointments are for a period of three years (unless members resign and/or to accommodate the local government triennial election cycle).</p> <p>The Committee AGM was held in June 2010. In response to an email from the Regional Co-ordinator Northern NI, AHB it was confirmed that Cr Friar was WRCs representative – as Chairperson, Regional Pest Management Committee – noting the triennial elections were due to be held in October 2010.</p> <p>For the 2010-2013 triennial Council appointed CR ST Kneebone as its representative.</p>
<p>Waikato Agricultural Advisory Committee (WAAC) File: 03 06 04</p>	<p>The Waikato Agricultural Advisory Committee, sponsored by MAF Policy meets on a quarterly basis. The purpose of WAAC is to provide an opportunity for as wide a representation of the agricultural community's MP's and leaders to meet and share information.</p> <p>For the 2007-2010 triennium WRC's representative was Cr Balme. For the 2010-2013 triennium WRC's representative has been CR Al Armstrong.</p>
<p>SH3 Working Party</p>	<p>Taranaki RC established the SH3 Working Party in 2002. This was as a result of a massive slump/washout of SH3 in 1988 which closed the route for 4 months. The purpose of the Working Party is to liaise, monitor, co-ordinate, advocate and collate information on the section of SH3 between Pio Pio and the SH3/3A junction north of New Plymouth.</p> <p>The Terms of Reference provide for Waikato Regional Council to have two (2) elected representatives on this Working Party – one being the Chair of RTC and one being a constituency member (for 2007-2010 – Cr Neeley) and (for 2010-2013 – Cr Rimmington).</p>
<p>SH1/29 East Coast Main Trunk Line Working Group</p>	<p>The Working Group was established as a joint initiative between the Bay of Plenty and Waikato Regional Transport Committee chairs to:</p> <ul style="list-style-type: none"> <li>• Advocate for the protection and promotion of the integrity, efficiency, safety and security of the SH1/29 (road) and ECMT (rail) corridors in recognition of its strategic importance to the safety outcomes and economic performance of the Bay of Plenty and Waikato regions, and New Zealand.</li> <li>• Act as an inter-regional advisory group to the Bay of Plenty and Waikato Regional Transport Committees.</li> </ul> <p>The Terms of Reference provide for Waikato Regional Council to have one (1) elected representative on this Working Group, this being the Chair of RTC. For the 2007-</p>

	2010 triennium Council appointed Cr Barker as its representative.
--	---

**Part E – Council Controlled Organisations [CCO] – for information only**

Name of Committee/Group	Briefing notes
Lake Taupo Protection Trust [LTPT]	<p>The LTPT is a CCO established by Waikato Regional Council and Taupo District Council in accordance with Part 5 of the Local Government Act 2002 The Trust was set up in February 2007 to administer the \$81.5 million (incl GST). Fund to protect Lake Taupo’s water quality identified as being under threat from the effects of past and current land use activities. Recently additional funding was provided to remove another 17 tonnes of Nitrogen from the lake, bringing the total project funding to \$89.3 million (incl GST). The Trust has been charged with developing a programme of work to reduce the amount of manageable nitrogen from pastoral sources leaching into the lake by 20 per cent. The Trust reports to the Government (via the Ministry for the Environment), Ngati Tuwharetoa, Taupo District Council and Waikato Regional Council via the Lake Taupo Protection Project Joint Committee [refer Part A – Committees required by statute or other legal requirement].</p>
Local Authority Shared Services Limited (LASS) File: 51 04 09B	<p>LASS is a CCO owned by the Waikato region local authorities. The objective of the company is to provide the Waikato councils with a vehicle to develop shared services that demonstrate a benefit to the taxpayers. There are currently two shared services operating under the LASS umbrella</p> <ul style="list-style-type: none"> <li>- Shared Valuation Database Services (SVDS); and</li> <li>- Waikato Regional Transport Model (WRTM).</li> </ul> <p>The SVDS is a council owned database within which contracted valuation service providers can access and maintain valuation data and has been operating since 2004/05.</p> <p>The WRTM will collect information on traffic type and flows which will be utilised for both regional and local planning. The model provides accurate information to councils for their transport modelling requirements and is the only recognised strategic transport modelling resource in the Waikato region.</p> <p>LASS supports the Waikato Local Government (Mayoral) Forum and provides overall project management of the work-streams underway to investigate collaborative opportunities.</p>
Regional Software Holdings Ltd (RSHL) File: 08 40 00	<p>RSHL is a CCO established by Waikato Regional Council with five other Regional Councils (Northland, Taranaki, Horizons, West Coast and Southland) for the purpose of collaboratively developing and maintaining a software application suite for use by regional councils in the delivery of their activities. The application suite being developed is called IRIS (Integrated Regional Information System). The establishment of the CCO was consulted on as part of the 2009 Long Term Plan.</p>

Name of Committee/Group	Briefing notes
Martha Trust	<p>The Martha Trust was established in 2001 by a joint venture known as the Waihi Gold Company, setting the sum of \$10 to create the Trust Fund. The purpose of the Trust is to take the title to land currently part of the Martha Mine operation following the completion of mining and closure of the site and to monitor and maintain that land so that it can be used for recreational purposes by the general public.</p> <p>Although some supporting mechanisms of the Martha Trust exist, such as the Trust structure and bond, the Trust will not actually become an operative entity until such time as the closure and rehabilitation conditions are finalised in the future. At that time Trustees will be nomination – to include representatives nominated by Waikato RC, Hauraki DC and Ngati Tamatera.</p> <p>The LGA 2002, s7(3) provides for the exemption of a small organisation that is not a CCTO from being a CCO and from the accountability requirements of the LGA. The Martha Trust was exempted from being a CCO by resolution of the council in May 2007. This exemption was reconfirmed by the council in August 2012.</p>

**Part F – Other Committees, Groups where Waikato Regional Council has a representative nomination role**

Name of Committee/Group	Briefing notes
<p>Animal Ethics Committee (Ruakura)</p>	<p>The Animal Welfare Act (s101) sets out the membership required on Animal Ethics Committees – one member must be a person appointed by the code holder (for Ruakura it is AgResearch) on the nomination of a territorial authority or regional council. The Waikato Regional Council was identified/chosen some years ago as the appropriate organisation to enable Ruakura/AgResearch to meet their respective statutory requirements. There is no direct link with any of WRC’s statutory functions and the nominee does <b>not</b> have to be an elected member. Because the nominee does <b>not</b> represent Council, WRC does not pay any remuneration (meeting attendance fee or mileage). People appointed to the Animal Ethics Committee are paid a meeting attendance fee and mileage by Ruakura/AgResearch as the owner/manager of the Committee.</p> <p>It is understood that this Committee meets on a regular basis (up to fortnightly). For the period February 1996 to October 2007 Cr DJM Peart was WRC’s nominee and for the period November 2007 to October 2013 the nominee has been Cr Hennebry.</p>
<p>Taupo-nui-a-tia Management Board ** File: 03 06 18</p>	<p>Established in 1996 to manage and administer the bed areas of Lake Taupo and the tributary rivers and streams as contained in the Agreement between the Crown and the Tuwharetoa Maori Trust Board. The Board is required by the 1992 Deed to:</p> <ul style="list-style-type: none"> <li>- Manage the beds of Taupo waters, as if they were a reserve for recreation purposes under section 17 of the Reserves Act 1977;</li> <li>- Act in accordance with an administering body under the Reserves Act 1977; and</li> <li>- Determine such conditions and restrictions as the Board considers necessary for the protection and wellbeing of the beds of Taupo waters and for the protection and control of the public using them.</li> </ul> <p>The secretarial/administrative support for the Board is provided by the Department of Conservation.</p> <p>The membership of the Board comprises eight members – four appointed by the Tuwharetoa Maori Trust Board (to represent the interests of Ngati Tuwharetoa) and four appointed by the Minister of Conservation (to represent the public interest on behalf of the Crown). Previously Waikato Regional Council was invited to nominate one (1) person to be appointed to the Board and Cr Burdett was nominated/appointed in 2005. The nomination process subsequently changed and representatives are now appointed by the Minister of Conservation and the Crown from nominations received via a public notification process. In June 2009 (Res No. WRC09/47.4 Council resolved that</p>

Name of Committee/Group	Briefing notes
	Cr LB Burdett be nominated by Waikato Regional Council for appointment to the Taupo-nui-a-tia Management Board.
Waikato River Authority **	<p>Established via the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.</p> <p>The purpose of the Authority is to:</p> <ul style="list-style-type: none"> <li>- set the primary direction through the vision and strategy to achieve the restoration and protection of the health and wellbeing of the Waikato River for future generations</li> <li>- promote an integrated, holistic and co-ordinated approach to the implementation of the vision and strategy and the management of the Waikato River, and</li> <li>- fund rehabilitation initiatives for the Waikato River in its role as trustee for the Waikato River Clean-Up Trust.</li> </ul> <p>The membership of the Waikato River Authority (WRA) has been appointed/announced by the Minister (in accordance with Schedule 6 of the Act (clause 2 – composition of membership). Cr PR Buckley and A Livingston are sitting members.</p>

\*\* appointments made by the Crown from nominations received, not tied in to the triennial election cycle.

## **Part G – Chair/Deputy Chair (alternate) Responsibilities**

<b>Name of Committee/Group</b>	<b>Briefing notes</b>
Local Government New Zealand Regional Sector Group	<p>Waikato Regional Council is represented on this Group by the Council Chairperson.</p> <p>At the 28 October 2010 Triennial meeting Council appointed the Council Chairperson (PR Buckley) as its representative and the Deputy Council Chair (SP Friar) as the deputy/alternate (Res. No. WRC10/159).</p>
<p>Mayoral Forum</p> <p><i>(Previously known as the Waikato Region Triennial Agreement Forum)</i></p>	<p>Section 15 of the Local Government Act 2002 requires that all the local authorities within each region must have an agreement containing protocols for communication and co-ordination among the Councils. The current Waikato Region Triennial Agreement provides that each participating Council be represented by its Mayor or Chairperson. The alternate representative is the Deputy Mayor or Deputy Chairperson.</p>
<p>Upper North Island Strategic Alliance (UNISA) File:</p>	<p>As part of the 1989 Local Government reform Council was required to establish an Auckland/Waikato Inter-Regional Committee (which in time evolved to include the Franklin and Waikato District Councils); and a second Inter-Regional Committee with all other adjacent Regional Councils.</p> <p>Prior to the 2009/10 reorganisation of local government in Auckland, WRC participated in the Auckland Regional Sustainable Development Forum.</p> <p>Following the 2010 triennial elections WRC flagged its interest in setting up an Auckland/Waikato/Bay of Plenty political forum and this evolved into the establishment of the Upper North Island Strategic Alliance (UNISA).</p> <p>WRC has been represented by the Council Chairperson and Chief Executive,.</p>

**Summary of Membership Requirements to  
Support Governance Structure and  
Membership  
for the 2013-2016 Triennium**





**Part A – Committees required by statute or other legal requirement**

<b>Name of Committee and WRC membership</b>	<b>No. of WRC members</b>	<b>WRC members</b>
<b>Waikato Civil Defence Emergency Management Group</b> Waikato Regional Council representative Alternate/deputy (if representative not available to attend)	One (1)	Cr GWH Vercoe Cr ST Husband (alt)
<b>Hauraki Gulf Forum</b> Waikato Regional Council representative Alternate/deputy (if representative not available to attend)	One (1)	Cr PR Buckley Cr CW Graf (alt)
<b>Lake Taupo Protection Project Joint Committee</b> Waikato Regional Council representatives	Two (2)	Cr PR Buckley, Cr TH Bramley
<b>Regional Transport Committee</b> <i>(Region-wide joint Committee)</i> Waikato Regional Council representatives – to be respectively Chair and Deputy Chair of RTC	Two (2)	Cr GWH Vercoe [Chair], Cr KA White [Deputy Chair]
<b>Nga Wai O Waipa Joint Committee</b> Waikato Regional Council representative, being Council Chairperson, with an alternate/deputy (if representative not available to attend, being 1x local constituency member).	One (1)	Cr PA Southgate [Co-Chair] Cr TH Bramley (alt)
<b>Raukawa Charitable Trust and Waikato Regional Council Co-governance Committee</b> Waikato Regional Council representatives [Equal number of RCT representatives]	Four (4)	Cr PA Southgate [Co-Chair], Cr TH Bramley, Cr ST Kneebone, Cr GWH Vercoe
<b>Te Arawa River Iwi Trust and Waikato Regional Council Co-governance Committee</b> Waikato Regional Council representatives [Equal number of TARIT representatives]	Four (4)	Cr PA Southgate [Co-Chair], Cr TH Bramley, Cr GWH Vercoe Cr KJA White
<b>Tuwharetoa Maori Trust Board and Waikato Regional Council Joint Committee</b> Waikato Regional Council representatives [Equal number of Tuwharetoa MTB representatives]	Four (4)	Cr PA Southgate [Co-chair] Cr TH Bramley Cr TS Mahuta Cr KA White
<b>Waikato Raupatu River Trust and Waikato Regional Council Joint Committee</b> [Equal number of WRRT & WRC representatives]		Cr PA Southgate [Co-Chair], Cr TS Mahuta, Cr TM Stark, Cr AD Livingston
<b>Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai Committee (proposed)</b> Waikato Regional Council representatives [Equal number of River Iwi representatives]	Five (5)	Cr AD Livingston [Co-Chair], Cr TM Stark, Cr ST Kneebone, Cr TS Mahuta, Cr LA Livingston



**Part B – Discretionary Committees established by Council under the Local Government Act 2002**

Name of Committee and WRC membership	No. of WRC members	WRC Members
<b>Environmental Performance Committee</b>	Five (5) Clrs + Chair and Deputy Chair ( <i>ex officio</i> )	Cr CW Graf [Chair], Cr LA Livingston [Deputy Chair], Cr TH Bramley, Cr ST Kneebone, Cr KA White, Cr PA Southgate and Cr TS Mahuta ( <i>ex officio</i> )
<b>Finance Committee</b>	Five *(5) Clrs + Chair and Deputy Chair ( <i>ex officio</i> ) *assuming the LTP and AP are considered by the whole of council	Cr J Hennebry [Chair], Cr AD Livingston [Deputy Chair], Cr PR Buckley, Cr TM Stark, Cr GWH Vercoe, Cr PA Southgate and Cr TS Mahuta ( <i>ex officio</i> )
<b>Hamilton Public Transport Joint Committee</b> <i>(between Hamilton City Council and Waikato Regional Council)</i>	<i>See Terms of Reference</i>	Cr LA Livingston [Co-chair] Cr J Hennebry
<b>Integrated Catchment Management Committee</b> <i>(incorporating river and catchment management and regional pest management services and activities)</i>  <i>For details of change from co-chairing to chair &amp; deputy chair and consequential changes – refer 11/12/2014 Council meeting (Item 6.3 and pages 84-87 of minutes) for all decisions – effective immediately.</i>	<del>Six (6)</del> Seven (7) Clrs + Chair and Deputy Chair ( <i>ex officio</i> ) + Eight (8) Liaison Subcommittee Zone Chairs	<del>Cr ST Kneebone and Cr ST Husband [Chair] [Co-chairs],</del> Cr TH Bramley, Cr PR Buckley [Deputy Chair] Cr ST Kneebone Cr RM Simcock, Cr TM Stark, Cr KA White, Cr PA Southgate and Cr TS Mahuta ( <i>ex officio</i> )
<b>Regional Policy Statement (RPS) Appeals Committee</b>	<i>See Terms of Reference</i>	
<b>Regional Public Transport Plan Development Committee</b>	<i>See Terms of Reference</i>	Cr LA Livingston [Chair], and Cr GWH Vercoe
<b>Strategy and Policy Committee</b>	Five (5) Clrs + Chair and Deputy Chair ( <i>ex officio</i> )	Cr RM Simcock [Chair] Cr TM Stark [Deputy Chair], Cr LA Livingston, Cr CW Graf, Cr KA White, Cr PA Southgate and Cr TS Mahuta ( <i>ex officio</i> )

**Part C – Subcommittees established by Council under the “good governance” principles (s39) of the Local Government Act 2002**

<b>Name of Subcommittee and WRC membership</b>	<b>Number of WRC members</b>	
<b>Audit and Risk Subcommittee</b> <i>[report to the Finance Committee]</i>	<i>See Terms of Reference</i>	Cr J Hennebry, Cr AD Livingston Cr PA Southgate <u>or</u> Cr TS Mahuta
<b>Contracts Subcommittee</b> <i>[report to the Finance Committee]</i>	<i>See Terms of Reference</i>	Cr J Hennebry Chair of relevant Committee or Council Chair CEO
<b>Catchment Liaison Zone Subcommittees (x8) being:</b> Lake Taupo Liaison Zone Subcommittee Upper Waikato Liaison Zone Subcommittee Central Waikato Liaison Zone Subcommittee Lower Waikato Liaison Zone Subcommittee West Coast Liaison Zone Subcommittee Waipa Liaison Zone Subcommittee Waihou-Piako Zone Liaison Subcommittee Coromandel Liaison Zone Subcommittee <i>[report to the Integrated Catchment Management Committee]</i>	<i>Refer each Subcommittee constitution for WRC membership details.</i>	
<b>Drainage Advisory Subcommittees (x4) being:</b> Aka Aka Otua Advisory Subcommittee Franklin/Waikato Advisory Subcommittee Waikato Central Advisory Subcommittee Thames Valley Advisory Subcommittee <i>[report to the Integrated Catchment Services Committee]</i>	<i>Refer each Subcommittee constitution for WRC membership details.</i>	
<b>Hearings Appointment Subcommittee</b> <i>[reports direct to Council]</i>	<i>See Terms of Reference</i>	Cr PA Southgate, Cr TS Mahuta, Cr RM Simcock, Cr TM Stark

**Part D – Other Committees, Subcommittees, Groups that Waikato Regional Council appoints to**

<b>Name of Subcommittee and WRC membership</b>	<b>Number of WRC members</b>
<b>2020 Taupo-nui-a-tia Action Joint Management Group</b>	One (1) x constituency member + one (1) staff
<b>Farm Environment Award Trust</b>	Two (2)
<b>Future Proof Joint Implementation Committee [Hamilton sub-regional Growth Strategy]</b>	Two (2)
<b>Hauraki Gulf Marine Spatial Plan Project Steering Group</b>	Two (2) (one of which is to be the Hauraki Gulf Forum representative.)
<b>Local Government NZ Annual Conference 2014</b>	Four (4) representatives
<b>Local Government NZ – Zone 2</b>	Three (3)
<b>Maungatautari Reserve Management Committee</b>	One (1)
<b>Rotokauri Lake Management Committee</b>	One (1)
<b>TbFree Waikato Committee</b>	One (1)
<b>Tongariro River Management Forum</b>	Two (2)
<b>Waikato Agricultural Advisory Committee</b>	One (1)
<b>SH3 Working Group</b>	Two (2) – one which to be the chair of RTC and the other to be a constituent Councillor
<b>SH1/29 East Coast Main Trunk Line</b>	1 elected member (which is the chair of Regional Transport Committee)

**Part E – Council Controlled Organisations (CCOs)**

	<b>Membership</b>
<b>Lake Taupo Protection Trust</b>	<i>See Terms of Reference</i>
<b>Local Authority Shared Services Limited (LASS)</b>	<i>See Terms of Reference</i>
<b>Regional Software Holdings Ltd (RSHL)</b>	<i>See Terms of Reference</i>
<b>Martha Trust</b>	<i>See Terms of Reference</i>

**Part F – Other Committees, Group where Waikato Regional Council has a representative nomination role**

	<b>Membership</b>
<b>Animal Ethics Committee (Ruakura)</b>	<i>See Terms of Reference</i>
<b>Taupo-nui-a-tia Management Board</b>	<i>See Terms of Reference</i>
<b>Waikato River Authority</b>	<i>See Terms of Reference</i>



**Part G – Chair/Deputy Chair (alternate) Responsibilities**

<b>Name of Subcommittee and WRC membership</b>	<b>Number of WRC members</b>
<b>Local Government NZ – Regional Sector Group</b>	One (1) Chairperson Dep Ch as alternate
<b>Mayoral (Triennial) Forum</b>	Chairperson + CEO Alts Dep Ch & DCEO
<b>Upper North Island Strategic Alliance (UNISA)</b>	Chairperson & CEO



**Terms of Reference to Support Governance  
Structure and Membership  
for the 2013-2016 Triennium**



# Waikato Civil Defence Emergency Management Group (Joint Standing Committee)

<b>REPORTING TO:</b>	Each participating Council within the Waikato CDEMG
<b>CONSTITUTION:</b>	One (1) elected representative from each participating Council with one or two alternate/s
<b>MEETING FREQUENCY:</b>	Quarterly or as required
<b>CONTINUITY:</b>	The Waikato CDEM Group is <u>not</u> discharged as a consequence of the triennial local government election process.
<b>OBJECTIVE:</b>	To provide governance and oversight of all planning, co-ordination and delivery of Civil Defence Emergency Management within the Waikato Region Civil Defence Emergency Management Group area.

## SCOPE OF ACTIVITY:

The functions of the Group and of each member of the Group are to:

1. In relation to relevant hazards and risks,-
  - (i) identify, assess, and manage those hazards and risks; and
  - (ii) consult and communicate about risks; and
  - (iii) identify and implement cost-effective risk reduction; and
2. Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the Waikato Region Civil Defence Emergency Management Group area; and
3. Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in the Waikato Region Civil Defence Emergency Management Group area; and
4. Respond to and manage the adverse effects of emergencies in the Waikato Region Civil Defence Emergency Management Group area; and
5. Carry out recovery activities; and
6. When requested, assist other civil defence emergency management groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Waikato Region Civil Defence Emergency Management Group area and any other requests for assistance from other civil defence emergency management groups); and

7. Within the Waikato Region Civil Defence Emergency Management Group area, promote and raise public awareness of, and compliance with, the Act and legislative provisions relevant to the purpose of the Act; and
8. Monitor and report on compliance within the Waikato Region Civil Defence Emergency Management Group area with the Act and legislative provisions relevant to the purpose of the Act; and
9. Develop, approve, implement, and monitor the Waikato Civil Defence Emergency Management Group Plan and regularly review the plan; and
10. Participate in the development of the National Civil Defence Emergency Management Strategy and the National Civil Defence Emergency Management Plan; and
11. Promote civil defence emergency management in the Waikato Region Civil Defence Emergency Management Group area that is consistent with the purpose of the Act.

#### **GENERAL POWER TO ACT:**

1. A Civil Defence Emergency Management Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or other persons.
2. Without limiting the generality of subsection (1), a Group may—
  - a. recruit and train volunteers for civil defence emergency management tasks:
  - b. conduct civil defence emergency management training exercises, practices, and rehearsals:
  - c. issue and control the use of signs, badges, insignia, and identification passes authorised under this Act, regulations made under this Act, or any civil defence emergency management plan:
  - d. provide, maintain, control, and operate warning systems:
  - e. provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency:
  - f. exercise any other powers that are necessary to give effect to any civil defence emergency management plan.

#### **POWERS AND OBLIGATIONS OF CDEM GROUP MEMBERS:**

1. Each member of a Civil Defence Emergency Management Group—
  - a. may acquire, hold, and dispose of real or personal property for the use of the Group; and
  - b. may remunerate its representative for the cost of that person's participation in the Group; and
  - c. must provide to the Group the information or reports that may be required by the Group; and
  - d. must pay the costs of administrative and related services in accordance with section 24 of the CDEM Act 2002; and

- e. must pay the costs, or a share of the costs, of any civil defence emergency management activity that the member has agreed to pay; and
- f. may carry out any other functions or duties conferred on a member of a Group under this Act.

## Constitution/Membership

### WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP (JOINT STANDING COMMITTEE)

Representation from:	No. of members	Name/s
Waikato Regional Council	1	Cr GWH Vercoe Cr ST Husband (alt)
Hamilton City Council	1	Cr L Tooman Mayor J Hardaker (Alt)
Hauraki District Council	1	Mayor JP Tregidga Cr M Mclean (Alt)
Matamata Piako District Council	1	Cr B Hunter Mayor J Barnes (Alt)
Otorohanga District Council	1	Mayor M Baxter R Prescott (1 <sup>st</sup> Alt) P Tindle (2 <sup>nd</sup> Alt)
South Waikato District Council	1	Cr T Lee Mayor N Sinclair (Alt)
Taupo District Council	1	Cr A Park Cr K Trueman (1 <sup>st</sup> Alt) Mayor D Trewavas (2 <sup>nd</sup> alt)
Thames Coromandel District Council	1	Cr P French Mayor G Leach (Alt)
Waikato District Council	1	Cr J Church Cr D Fulton (Alt)
Waipa District Council	1	Cr J Bannon Mayor J Mylchreest (Alt)
Waitomo District Council	1	Cr A Goddard Mayor B Hanna (Alt)

*That the report "Group Controllers Report (Doc #3142492 dated 22/8/2014) be received, and the Controllers (Wayne Allan, Andrew Loe, Johan Cullis) for the Western Waikato operating area be approved to operate in the Waikato District Council operating area if required. (Res. No. CD14/18 dated 1/9/2014).*

*That the report "Appointment of Regional On-Scene Commander" (Doc #3165320) be received and that David Lovatt, Senior Emergency Management Officer, be appointed as Regional On-Scene Commander for the Waikato Region under section n318(1) of the Maritime Transport Act 1994 (Res. No. WRC14/245 dated 25/9/2014).*

*That the report "Waikato CDEM Group Controllers Report (Doc #3210462 dated 7/11/2014) be received, and the appointment of Olly Tua as alternate Controller for Hamilton City Council, subject to endorsement of the Hamilton City Council be approved. (Res. No. CD14/25 dated 4/11/2014).*

*Alternates as listed within Doc # 2874943*



# Hauraki Gulf Forum

(Hauraki Gulf Marine Park Act 2000)

<b>STATUS:</b>	Joint Committee of the constituent local authorities – (Section 15, HGMP Act) Administrative agency – currently Auckland Council
<b>REPORTING TO:</b>	Council
<b>CONSTITUTION:</b>	Membership (in accordance with section 16, HGMP Act). WRC – 1 representative [Cr PR Buckley] Alternate/deputy (if representative not available to attend) [Cr CW Graf]
<b>MEETING FREQUENCY:</b>	3 – 4 x per annum (or as required)

## PURPOSES:

(Section 15, HGMP Act)

- a) to integrate the management and, where appropriate, to promote the conservation and management in a sustainable manner, of the natural, historic and physical resources of the Hauraki Gulf, its islands and catchments, for the benefit and enjoyment of the people and communities of the Gulf and New Zealand.
- b) to facilitate communication, co-operation and co-ordination on matters relating to the statutory functions of the constituent parties in relation to the Hauraki Gulf, its islands and catchments and the Forum.
- c) to recognise the historic, traditional, cultural and spiritual relationship of tangata whenua with the Hauraki Gulf, its islands and where appropriate, its catchments.

## FUNCTIONS:

(Section 17, HGMP Act)

- (1) To promote sections 7 and 8, the Forum has the following functions in relation to the Hauraki Gulf, its islands, and catchments:
  - a) to prepare a list of strategic issues, determine a priority for action on each issue, and regularly review that list:
  - b) to facilitate and encourage co-ordinated financial planning, where possible, by the constituent parties:
  - c) to obtain, share, and monitor information on the state of the natural and physical resources:
  - d) to receive reports on the completion and implementation of deeds of recognition:
  - e) to require and receive reports from constituent parties on the development and implementation of policies and strategies to address the issues identified under paragraph (a):
  - f) to receive reports from the tangata whenua of the Hauraki Gulf on the development and implementation of iwi management or development plans:

- g) to prepare and publish, once every 3 years, a report on the state of the environment in the Hauraki Gulf, including information on progress towards integrated management and responses to the issues identified in accordance with paragraph (a):
  - h) to promote and advocate the integrated management and, where appropriate, the sustainable management of the Hauraki Gulf, its islands, and catchments:
  - i) to encourage, share, co-ordinate where appropriate, and disseminate educational and promotional material:
  - j) to liaise with, and receive reports from, persons and groups having an interest in the Hauraki Gulf and business and community interests to promote an interest in the purposes of the Forum:
  - k) to commission research into matters relating to the functions of the Forum.
- (2) When carrying out its functions under subsection (1), the Forum must have particular regard to the historic, traditional, cultural, and spiritual relationship of tangata whenua with the natural, historic, and physical resources of the Hauraki Gulf, its islands, and catchments.

**POWERS:**

(Section 18, HGMP Act)

- a) to consider issues related to its purpose; and
- b) to receive reports from constituent parties; and
- c) to make recommendations to constituent parties; and
- d) to advise any person who requests the Forum's advice; and
- e) to commission or undertake those activities that are necessary to achieve its purpose.

# Lake Taupo Protection Project Joint Committee

**REPORTING TO:** Waikato Regional Council and Taupo District Council

**CONSTITUTION:** Two (2) Members from

- Her Majesty's Government (the Crown)
- Waikato Regional Council (WRC)
- Taupo District Council(TDC)
- Tuwharetoa Maori Trust Board (*appointed by WRC and TDC from nominations received from Tuwharetoa Maori Trust Board*)

**MEETING FREQUENCY:** Quarterly or as required by the Chairperson or by the Joint Committee  
**(see 9.1 Project Agreement)**

**OBJECTIVE:** Establish The Lake Taupo Protection Trust to implement The Lake Taupo Protection Project in accordance with the Trust Deed.

Provide governance to The Lake Taupo Protection Trust in accordance with the Local Government Act 2002 and The Lake Taupo Protection Project Agreement.

## SCOPE OF ACTIVITY:

- 1 Appoint trustees to The Lake Taupo Protection Trust in accordance with the provisions of the Trust Deed relating to the appointment of trustees.
- 2 Set broad direction, objectives, priorities of the Trust and its expenditure of funds.
- 3 Monitor/review the strategies developed to achieve The Lake Taupo Protection Project's objective as set out in The Lake Taupo Protection Trust's Statement of Intent. **(see 2.1 Project Agreement)**
- 4 Review The Lake Taupo Protection Project at five (5) yearly intervals, or as required by The Lake Taupo Protection Trust Joint Committee.
- 5 Report to the Member Authorities as requested on its decisions and activities. **(see 9.5 Project Agreement).**

## POWER TO ACT

1. Appoint trustees to The Lake Taupo Protection Trust in accordance with the provisions of the Trust Deed relating to the appointment of trustees.
2. Receive information/reports from The Lake Taupo Protection Trust on its decisions and activities.
3. To receive and make comments on the Lake Taupo Protection Trust's Statement of Intent.

## POWER TO RECOMMEND TO THE MEMBER AUTHORITIES:

Any decision resulting from a review undertaken in **(Clause 5 of Scope of Activity)** amounts to an amendment to The Lake Taupo Protection Project Agreement and as such, will require the approval/agreement of the Member Authorities.

<b>Constitution/Membership</b>
<b>LAKE TAUPO PROTECTION PROJECT JOINT COMMITTEE</b>

Representation from:	No. of members	Name/s
Waikato Regional Council	2	Cr PR Buckley (Chairperson) [LTJC14/02 of 20/3/2014] Cr TH Bramley
Taupo District Council	2	Cr Stewart Cr Williamson (email advice 13/11/13) [LTJC14/02 of 20/3/2014]
Crown – represented by: Ministry for the Environment and Ministry for Primary Industries	2	M Mendonça ( <del>alt. G Sherley</del> ) ( <i>alt. J Robertson</i> ) (letter 1/4/15 #3345201) [LTJC15/09 of 18/6/2015]  <del>S Anderson G Mangin</del> ( <del>from 11/8/2014 advice</del> <del>#3131681 dated 4/8/14</del> ) <del>(alt M Workman</del> A Hume L Petersen ( <i>alt. G Mangin</i> ) (letter 21/4/15 #3378837) [LTJC15/09 of 18/6/2015]
Tuwharetoa Maori Trust Board*	2	IA Kusabs <del>T Lloyd</del> (replaced 5/2014) M Nepia (Res No. WRC14/141 of 29/5/2014)

## SCHEDULE 5

### Proceedings at Meetings of the Lake Taupo Protection Project Joint Committee

#### 1. Standing Orders

The standing orders shall be the New Zealand Standard Model Standing Orders for meetings of local authorities and community boards NZS 9202:2003 or the current New Zealand Model Standing Orders for meetings of local authorities and community boards as shall from time to time apply, with such variations as are required to give effect to the following provisions.

#### 2. Methods of holding meetings

- (1) A meeting may be held either –
- (a) by the number of members of the Joint Committee who constitute a quorum being assembled together at the place, date, and time appointed for the meeting; or
  - (b) by means of audio, or audio and visual, communication by which all members of the Joint Committee participating and constituting a quorum, can simultaneously hear each other throughout the meeting, provided that public attendance at one location at least be provided and notified.

#### 3. Quorum

- (1) No business may be transacted at a meeting if a quorum is not present.

1 A quorum for a meeting is present if one of the members appointed by each of WRC, TDC and the Crown and one of the nominees of Tuwharetoa Maori Trust Board appointed by WRC and TDC are present.

1 If a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting is adjourned to the same day in the following week at the same time and place, or to such other date, time, and place as the chairperson of the meeting may appoint.

#### 4. Voting

- (1) In the case of a meeting held under clause 2(1) (a) of this schedule, voting at the meeting shall be by whichever of the following methods is determined by the chairperson of the meeting:
- (a) voting by voice; or
  - (b) voting by show of hands.

1 In the case of a meeting held under clause 2(1) (b) of this schedule, voting at the meeting shall be by each of the members of the Joint Committee participating and constituting a quorum signifying individually their assent or dissent by voice

1 A resolution will be carried if not less than a majority of the Joint Committee members present or participating and constituting a quorum vote in favour of the resolution.

A declaration by the chairperson of the meeting that a resolution is carried by the requisite majority is conclusive evidence of that fact.

- (5) In the case of an equality of votes the chairperson of a meeting is entitled to a casting vote.

# Regional Transport Committee

- REPORTING TO:** Council
- CONSTITUTION:** Two (2) elected members of Waikato Regional Council (one as Chair of the Committee and the other as Deputy Chair of the Committee)  
[one of whom shall be Co-Chair of the Hamilton Public Transport Joint Committee].
- One (1) representative from each of the territorial authorities within the Waikato region; and
- One (1) person to represent the New Zealand Transport Agency.
- Any appointing authority may appoint an alternate (who shall have full voting rights) for the appointed member.
- MEETING FREQUENCY:** Quarterly or as required
- OBJECTIVE:** To undertake the functions as prescribed in the Land Transport Management Act 2003 (LTMA), and to provide a regional forum for the consideration of regionally significant transport matters. To monitor the implementation of the Regional Public Transport Plan outside of Hamilton City<sup>3</sup>.
- SCOPE OF ACTIVITY:**
1. To undertake the statutory requirements of the Land Transport Management Act 2003.
  2. To prepare the Regional Land Transport Plan (RLTP) and any variation to the Plan for the approval of Waikato Regional Council
  3. To prepare and adopt a policy that determines significance in respect of
    - (a) Variation made to the RLTP;
    - (b) Activities included in the RLTP
  4. To review the RLTP during the six month period before the expiry of the third year of the RLTP
  5. To provide the Waikato Regional Council with any advice and assistance in relation to its transport responsibilities including promoting the strategic integration of land use and strategic planning.
  6. To monitor the implementation of the RLTP.

---

<sup>3</sup> Monitoring of the Regional Public Transport Plan in Hamilton is undertaken by the Joint Hamilton Public Transport Committee

7. To advocate regional land transport strategic priorities (e.g. road safety), including the development of plans, strategies, and policies as required.
8. To submit on policies, plans, and consultation documents issued by the New Zealand Transport Agency, the Ministry of Transport, regional and territorial local authorities, and other relevant organisations.
9. To engage and collaborate with other regional transport committees on strategic regional and inter-regional transport matters through working parties and similar (such as; SH3 working group and SH1/29 ECMT working group) as appropriate.
10. To consider as required advice and recommendations from the Waikato Regional Advisory Group (RAG).
  - 1 To authorise external advisors to comment at committee meetings where considered appropriate.

**POWER TO ACT (FOR THE INFORMATION OF COUNCIL):**

1. To authorise variations to the RLTP in accordance with the approved RTC significance policy.
2. To advocate on transport related matters by preparing and lodging submissions to government agencies and other relevant organisations.
3. To prepare plans, strategies and policy consistent with identified strategic land transport priorities.
4. To monitor transport activities of the Waikato Regional Council, Territorial Authorities, NZ Transport Agency and other appropriate organisations to report on progress of the RLTP.
5. To monitor the implementation of the Regional Public Transport Plan, excluding Hamilton City where implementation is delegated to the Hamilton Public Transport Joint Committee (HPTJC).
6. To prepare and approve the Regional Road Safety strategy.

**POWER TO RECOMMEND TO COUNCIL:**

- 1 To prepare and recommend the Regional Land Transport Plan
- 1 To recommend variations to the RLTP that triggers the RTC significance policy.

- 1 To recommend new policy or policy amendments in relation to rural public transport.

**DELEGATION TO RTC CHAIR**

*THAT the RTC delegates to the Chairman of the Regional Transport Committee authority to approve any typographical, grammatical, editorial or formatting changes to the draft Waikato Regional Land Transport Plan 2015-2045 prior to its release for public consultation, including any changes arising from the recommendations made by the Draft Regional Land Transport Plan 2015-2045 independent auditor, and any amendments approved at the Committee meeting (pt Res No. RTC14/66 dated 3/11/2014).*



## Constitution/Membership

### REGIONAL TRANSPORT COMMITTEE

Representation from:	No. of members	Name/s
Waikato Regional Council	2	Cr GWH Vercoe [Chair] Cr KA White [Deputy Chair]
Hamilton City Council	1	Mayor J Hardaker (1 <sup>st</sup> alt Cr L Tooman, 2 <sup>nd</sup> alt Cr A O'Leary) <i>(Doc # 2914786 dated 29/11/13)</i>
Hauraki District Council	1	Mayor J Tregidga (Alternate Cr G Harris) <i>(Doc # 2910004 dated 22/11/13)</i>
Matamata Piako District Council	1	Mayor J Barnes (Alternate Cr J Thomas) <i>(Doc # 2900335 dated 13/11/13)</i>
Otorohanga District Council	1	Mayor M Baxter (Alternate Cr D Pilkington) <i>(Doc # 2875669 dated 20/10/13)</i>
South Waikato District Council	1	Cr W Machen (Alternate Mayor N Sinclair) <i>(Doc # 2904157 dated 18/11/13)</i>
Taupo District Council	1	<del>Cr K Crate</del> Mayor D Trewavas Alternate Cr B Hickling) <i>(Doc #3016548 dated 31/3/14)</i>
Thames-Coromandel District Council	1	Mayor G Leach (Alternate Cr P French) <i>(Doc # 2876739 dated 30/10/13)</i>
Waikato District Council	1	Mayor A Sanson (1 <sup>st</sup> alt Cr W Hayes, 2 <sup>nd</sup> alt Cr R Costar) <i>(Doc # 2882985 dated 6/11/13)</i>
Waipa District Council	1	Cr G Webber (No alternate)
Waitomo District Council	1	Mayor B Hanna (Alternate Cr P Brodie) <i>(Doc # 2882254 dated 4/11/13)</i>
New Zealand Transport Agency	1	HW Wilson (Alternate R Brodnax) <i>(Doc # 2930339 dated 18/12/13)</i>
Waikato Region Road Policing Manager <i>[non voting advisor]</i>	1	F Grace <i>(Doc # 2958247 24/1/14)</i> <i>(Added to Committee Doc # 2907285 dated 2 December 2013)</i>

## Regional Land Transport Plan 2015-45 Hearing Committee

**REPORTING TO:** Waikato Regional Council via the Regional Transport Committee.

**CONSTITUTION:** One (1) The Chair of the Regional Transport Committee representing Waikato Regional Council  
One (1) Regional Transport Committee member representing Hamilton City Council  
~~One (1) Regional Transport Committee member representing the North Waikato sub-region and Waipa/Waitomo/Otorohanga sub-region~~  
~~One (1) Regional Transport Committee member representing the East Waikato sub-region~~  
~~One (1) Regional Transport Committee member representing the South Waikato and Taupo sub-region~~  
*One (1) Regional Transport Committee member representing District Councils within the Waikato region (Res No. RTC14/55 6/10/2014)*  
One (1) New Zealand Transport Agency representative as a non-voting Technical Advisor.

**MEETING FREQUENCY:** As required following the 'proposal' of the Draft Regional Land Transport Plan 2015-45 (and after the public notification and submission period requirements have been met).

**OBJECTIVE:** To consider the submissions received to the Draft Waikato Regional Land Transport Plan 2015-45.

**SCOPE OF ACTIVITY:**

- a) to consider all submissions received in respect of the Draft Waikato Regional Land Transport Plan 2015-45, including verbal presentations from submitters wishing to be heard, and
- b) to report to the Waikato Regional Council via the Regional Transport Committee with recommendations for adoption including any amendments/ changes to the Draft Waikato Regional Land Transport Plan 2015-45.

**POWER TO ACT:**

- 1 To conduct meetings for the purpose of hearing and considering submissions made on the Draft 2015-45 Waikato Regional Land Transport Plan.
  
- 1 To deliberate on the submissions received for the purpose of making recommendations (with reasons) to the Waikato Regional Council via the Regional Transport Committee for adoption of the Waikato Regional Land Transport Plan 2015-45 including any amendments/changes.

**STATUTORY PLANNING PROCESS  
HEARING COMMITTEES**

**HEARING PROCEDURES**

- 1 Every person who has made a submission and stated that they wish to be heard, may speak either personally or be represented by legal counsel or any other authorised representative.
- 1 If any person wishes to give their written or spoken evidence in Maori, Environment Waikato needs to be informed of this at least five (5) working days before the hearing so that a qualified interpreter can be provided. Alternatively, an interpretation may be provided by the person giving the evidence at the hearing.
- 1 No cross examination is permitted.
- 1 Only the Chairperson or members of the Hearing Committee may ask questions of any person appearing/making a statement during the course of the hearing.
- 1 The Chairperson of the Hearing Committee may recall any person who has made a statement where considered appropriate to further clarify or elaborate on any matter raised in evidence.
- 1 The Chairperson of the Hearing Committee may, if it is considered that there is likely to be excessive repetition, limit the circumstances in which parties that have the same interest or stance on an issue may speak or give evidence in support.
- 1 The hearings will be held in public except where the Hearing Committee determines that the public should be excluded pursuant to one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987.

**Constitution/Membership**

**REGIONAL LAND TRANSPORT PLAN 2015-2045  
HEARING COMMITTEE**

<b>Representation from:</b>	<b>No. of members</b>	<b>Name/s</b>
Waikato Regional Council	1	Chair, WRC Regional Transport Committee Cr GWH Vercoe [Chair]
Hamilton City Council	1	Cr L Tooman
District Councils within the Waikato region	1	Mayor M Baxter
NZ Transport Agency representative (non-voting technical advisor)	1	HW Wilson or R Brodnax

# **Nga Wai O Waipa ~~Joint Committee~~ Co-governance Forum**

**REPORTING TO:** The member Councils and the Maniapoto Maori Trust Board

**CONSTITUTION:** Equal numbers of elected members of Waikato Regional Council, Waitomo District Council, Otorohanga District Council, Waipa District Council, and Waikato District Council and representatives from the Maniapoto Maori Trust Board.

The ~~Joint Committee~~ *Co-governance Forum* will be co-chaired by a representative from one of the respective Councils and a Trustee from Maniapoto.

**MEETING FREQUENCY:** Not less than once a year.

**MEETING PROCEDURES:** In accordance with the ~~Joint Committee Co Governance Forum~~ Standing Orders between Maniapoto Maori Trust Board and Waikato Regional Council/Waitomo District Council/Otorohanga District Council/Waikato District Council and Waipa District Council ( )  
Appendix 1 #2170094

**OBJECTIVE:** To give effect to the provisions pertaining to a joint management agreement consistent with the Nga Wai o Maniapoto (Waipa River) Act 2012 (the Act), and thereafter give effect to the governance provisions outlined in Clause 15 of the Joint Management Agreement.

*(Res No. WRC12/155 dated 28 June 2012)*

1. That the report "Formation of a Joint Committee with the Maniapoto Maori Trust Board (Doc #2191763 dated 23 May 2012) be received.
2. That the Waikato Regional Council agrees to enter into a collaborative co-governance model for the establishment of a joint committee with Waipa, Waikato, Otorohanga and Waikato District Councils and the Maniapoto Maori Trust Board for the purpose of developing and finalising a Joint Management Agreement under s17 of the Nga Wai o Maniapoto (Waipa River) Act 2012. The joint committee will be called Nga Wai o Maniapoto Joint Committee.
3. That the Waikato Regional Council supports the creation of a collaborative Joint Management Agreement with Waipa, Waikato, Otorohanga and Waikato District Councils and the Maniapoto Maori Trust Board.
4. That the Waikato Regional Council approves the attached Terms of Reference, including Standing Orders for adoption by the Nga Wai o Maniapoto Joint Committee.

*(Res No. WRC12/155.1 dated 28 June 2012)*

5. That the Waikato Regional Council appoints the Chairman of Waikato Regional Council (Cr Buckley) as its member on the Nga Wai o Maniapoto Joint Committee.
6. That the Waikato Regional Council appoints the constituent member for Waipa (Cr Rimmington) as its alternate member on the Nga Wai o Maniapoto Joint Committee.

(Res No. NwoW14.2.1 dated 7 March 2014)

1. That the report "Establishment of the Nga Wai o Waipa Co-Governance Forum (Doc #2980016 dated 25 February 2014) be received.
2. That the Nga Wai o Waipa Co-Governance Forum formally constitutes itself to give effect to the governance provisions under the Joint Management Agreement (JMA) between the Maniapoto Maori Trust Board, the Otorohanga District Council, the Waikato District Council, the Waikato Regional Council, the Waipa District Council and the Waitomo District Council dated 3 April 2013 which was established pursuant to the Nga Wai o Maniapoto (Waipa River) Act 2012
3. That the Nga Wai o Waipa Co-Governance Forum confirms the following memberships from the Maniapoto Maori Trust Board, the Otorohanga District Council, the Waikato District Council, the Waikato Regional Council, the Waipa District Council and the Waitomo District Council:

<b>Nga Wai O Waipa Joint Committee Co-governance Forum</b>	
Constitution	<p><u>Maniapoto Maori Trust Board</u> Trustee T Bell Trustee J Kati Trustee R Wii <del>Trustee E Neha</del> <i>C Tapara (Res No. NwoW14/8 17/9/14)</i> Trustee W Maag</p> <p><u>Otorohanga District Council</u> Mayor M Baxter</p> <p><u>Waikato District Council</u> Mayor A Sanson Alternate Cr D Fulton</p> <p><u>Waikato Regional Council</u> Chairperson PA Southgate Alternate Cr T Bramley</p> <p><u>Waipa District Council</u> Mayor J Mylchreest Alternate Cr G Webber</p> <p><u>Waitomo District Council</u> Mayor B Hanna Alternate Cr G Whitaker</p>
Chairmanship [NwoW14/2]	<p><b><i>That</i></b> the Co-Governance Forum confirms Trustee Tiwha Bell and Cr Paula Southgate as the Co Chairs and Trustee <del>Eddie Neha</del> Ray Wi (Res No. NwoW14/8 17/9/14) and Mayor Brian Hanna as the Deputy Co Chairs.</p>

4. That the Nga Wai o Wapia Co-Governance Forum adopts the Terms of Reference, including Standing Orders (WRC Doc #2831387).

# Nga Wai o Waipa Co-governance Forum

## Terms of Reference

- CONSTITUTION:** Equal numbers of (i) elected members of Waikato Regional Council, Waitomo District Council, Otorohanga District Council, Waipa District Council, and Waikato District Council and (ii) trustees from the Maniapoto Maori Trust Board.
- The Co-governance Forum will be co-chaired by a representative from one of the respective Councils and a Trustee from Maniapoto.
- MEETING FREQUENCY:** Annually (or more frequently if agreed).
- MEETING PROCEDURES** In accordance with the Co-governance Forum Standing Orders between Maniapoto Maori Trust Board and Waikato Regional Council/Waitomo District Council/Otorohanga District Council/Waikato District Council and Waipa District Council (Appendix 1).
- OBJECTIVE:** To give effect to the governance provisions (clause 15) as provided for in the Joint Management Agreement under the Nga Wai o Maniapoto (Waipa River) Act 2012 (the Act).

### 1. Scope of Activity

- 1.1 The role of the Co-governance Forum is to keep the Joint Management Agreement under review to determine whether the Joint Management Agreement is being implemented to the satisfaction of all the Parties and in accordance with the principles set out in Clause 4 of the Joint Management Agreement.

### 2. Composition of Membership and Quorum

- a. The Co-governance Forum will comprise:
- 2.2.1 Five (5) members appointed by Maniapoto Maori Trust Board to represent the interests of the Trust.
- 2.2.2 Five (5) members appointed by the Councils in the area being one (1) member from Waikato Regional Council, one (1) member from Waitomo District Council, one (1) member from Otorohanga District Council, one (1) member from Waipa District Council, and one (1) member from Waikato District Council to represent the interests of the Councils.
- 2.2.3 The Maniapoto Maori Trust Board and the respective Councils have the ability to appoint alternate members to the Co-governance Forum. The alternates will have full voting rights in the absence of the member they are representing.



2.2.4 The Co-governance Forum is to be chaired jointly; the chairs are to be known as Co-Chairpersons. Maniapoto Maori Trust Board is to nominate one of the five members appointed by them as a Co-Chairperson and the respective Councils are to nominate one of the members appointed by them as a Co-Chairperson.

2.2.5 The Trust and the respective Councils may also each nominate a Deputy Co-Chairperson or alternate who may stand in for the Co-Chairperson as required.

2.3 A quorum will be made up of:

2.3.1 Three (3) appointed members to the Co-governance Forum by the Maniapoto Maori Trust Board, and three (3) appointed members from across the five Councils.

### **3 Meetings of the Co-governance Forum**

3.2 The Co-governance Forum is to meet annually or more if agreed.

3.3 Members will receive prior written notice of each meeting, delivered either by hand, post, facsimile or other written or electronic mail message at least three working days prior to the meeting.

3.4 At least one of the appointed Co-Chairpersons is to preside at each meeting (the Co-Chairperson may nominate a deputy or alternate). In the event of the unavailability of the Co-Chairpersons or Deputy Co-Chairpersons, the Co-governance Forum meeting will elect one of the members to act in their stead.

### **4 Committee Support for the Co-Governance Forum**

4.1 The Waikato Regional Council will provide administrative/secretariat support to the Co-governance Forum. This includes agenda preparation, minute taking, advertising, action sheets and any other necessary functions to assist the Co-governance Forum.

### **5 Communication**

5.1 Communications with the media and the wider public will be in accordance with an agreed communications protocol outlined in the Joint Management Agreement.

---

**CO-GOVERNANCE FORUM STANDING ORDERS**

**BETWEEN**

**MANIAPOTO MAORI TRUST BOARD  
AND THE  
OTOROHANGA DISTRICT COUNCIL, WAIKATO DISTRICT COUNCIL,  
WAIKATO REGIONAL COUNCIL, WAIPA DISTRICT COUNCIL  
AND WAITOMO DISTRICT COUNCIL**

---

## Standing Orders

**Purpose:** To provide a specific meeting protocol and structure that will jointly provide for the differing statutory reporting and information needs of an Incorporated Society (the Trust) and a public body (the Councils). The Standing Orders give clarity as to what is expected of the members within the meeting, and the protocols governing the recording of minutes, release of information subsequently and any reporting on it to the respective organisations.

**Reasons for preparing an interim set of Standing Orders:** The joint meetings between the Trust and the Councils are convened under the provisions of sections 17-24 of the Nga Wai o Maniapoto (Waipa River) Act 2012 (The Act), which provides specific exemption from the requirements of Schedule 7 of the Local Government Act 2002 in respect of preparing and adopting Joint Management Agreements on the co-management and co-governance of the River.

The Parties acknowledge the Councils' responsibilities under the Local Government Official Information and Meetings Act 1987.

The Standing Orders governing meetings of a public body, including joint meetings under the Local Government Act 2002, cannot be applied to the process of joint meetings in this case without adaptation, as the Act clearly intended a different process to operate in respect of the joint meetings and the preparation of the Joint Management Agreements arising from them.

The parties will exhibit the highest level of good faith engagement and decision-making through consensus.

It is desirable that a unique set of Standing Orders is developed and mutually agreed.

Note: The Co-governance Forum does not make binding directives and its notices of motion are recommendations only to the six constituent bodies.

## **1.0 Interpretation and definitions**

**Appointments** to the Co-governance Forum are made in accordance with the legislation governing each of the organisations.

**Chairman or Chairperson** refers to the Chair of the meeting as confirmed at each meeting.

**Co-Chairperson** refers to the member selected by the Maniapoto Maori Trust Board and the member selected by the Councils to represent the organisations as leader of the delegation to the joint meeting. Chairing duties within each meeting are considered interchangeable depending on the type of agenda, and the collective wish of the members. One Co-Chairperson may relinquish the Chair to the other Co-Chairperson for all or part of the substantive meeting.

**Committee support** means the staff support provided from the organisations and can include observers as well as those who directly support the joint meetings through such services as secretarial works, recording of minutes and preparing agendas and meeting reports.

**Deputy Co-Chairperson** refers to those members selected by the Maniapoto Maori Trust Board and the member selected by the Councils to represent the organisations in the event of the Co-Chairperson not being available to chair the meeting.

**Excluded** means those parts of the meeting or records of those parts that are agreed by the joint meetings, or the Co-Chairpersons (jointly, before or after the meeting) to be excluded from public view, either permanently or temporarily. Exclusion is to occur for one or more of the following reasons that reflect the needs of all of the organisations – see also ‘public excluded’:

- (a) particular information is considered by the Co-governance Forum or the Co-Chairpersons to be commercially sensitive or its release prior to a specified date would unduly affect the viability of a venture;
- (b) the release of the information or discussion in a public forum would affect the privacy of a person;
- (c) the release of information or public viewing would likely affect ‘legal privilege’ and/or, potentially the quality of present or future advice received from a legal practitioner;
- (d) The release of information or public viewing could constrain the ability of supporting staff, observers and Co-governance Forum members to freely discuss an issue or make a recommendation on an agenda item.
- (e) Particular information is considered to be culturally sensitive in that it relates to sensitive aspects of Mātauranga Māori.
- (f) Release of a draft document and/or, public viewing of a discussion or record of a discussion is considered to be premature at that stage and finalisation or adoption or recommendation by the Committee or the Co Chairpersons (jointly) is still considered necessary before it is considered fit for wider release.

**Member** is a person appointed to the Co-governance Forum by either the Trust or the Councils.

- a) **Membership** is made up of:  
Five (5) members appointed by Maniapoto Maori Trust Board to represent the interests of the Trust.

Five (5) members appointed by the respective Councils in the area. One (1) member from Waikato Regional Council, one (1) member from Waitomo District Council, one (1) member from Otorohanga District Council, one (1) member from Waipa District Council, and one (1) member from Waikato District Council to represent the interests of the Councils.

**Minutes** means the record of the meeting separately or jointly prepared by the organisations forming the Co-governance Forum. The minutes are then provided to the both the Trust and the Councils for confirmation. The minutes will be made available to the public with the exception of public excluded items.

**Nga Wai o Waipa** the name given to describe the collective group working on the development of the Joint Management Agreement for the Waipa River. This group is made up of members from Manaipoto Maori Trust Board, Waitomo District Council, Waikato Regional Council, Waipa District Council, Waikato District Council and Otorohanga District Council.

**Observers** are those persons who in the opinion of the Co-governance Forum may or should attend because they have an ex officio reason to attend because of their position; eg, Councillors or Members of the Trust, or those that in the opinion of the Co-governance Forum may potentially contribute to discussion of one or more agenda items. Observers, at the discretion of the Co-Chairpersons may be permitted to speak, however they do not have voting rights and are not part of the Co-governance Forum.

**Project Groups** are working groups convened by staff from both the Trust and the Councils to work on the Joint Management Agreement and deal with any relevant operational matters concerning co-management or co-governance.

**Quorum** is made up of three (3) appointed members to the Co-governance Forum by the Maniapoto Maori Trust Board, and three (3) appointed members from across the five Councils.

**Quotations** from legislation in reports and minutes are to be shown in quotation marks and referenced (when preparing minutes for ratification by the Co-Chairpersons and/or public release this can occur following the meetings).

**Voting members** include only those members appointed to the Co-governance Forum by the Trust and the Councils and present at the meeting.

**Voting on a motion or recommendation** requires consensus decision-making and members are to endeavour, at all times, to reach a consensus.

A **workshop** is an informal meeting convened to present, gather and assess information with an emphasis on exploring co-management options for the River. Any recommendations from a workshop will require consideration and or approval by the Trust and the Councils. Standing Orders do not apply at workshops.

## **2.0 Application of Standing Orders**

These Standing Orders shall, or as far as applicable, apply to the first meeting between the Trust and the Councils and any subsequent meeting until replaced by the Co-governance Forum. These Standing Orders shall also apply, so far as applicable to publicly excluded sessions.

## **3.0 Committee**

The Committee is a Co-governance Forum appointed pursuant to section 24 of the Nga Wai o Maniapoto (Waipa River) Act 2012 and includes an equal number of members appointed from the Trust and the Councils.

## **4.0 Membership**

The membership ongoing shall consist of:

Five (5) members appointed by Maniapoto Maori Trust Board to represent the interests of the Trust.

Five (5) members appointed by the respective Councils in the area. One (1) member from Waikato Regional Council, one (1) member from Waitomo District Council, one (1) member from Otorohanga District Council, one (1) member from Waipa District Council, and one (1) member from Waikato District Council to represent the interests of the Councils.

## **5.0 Suspension of Standing Orders**

The Co-governance Forum may temporarily suspend the Standing Orders by consensus. If consensus is not reached the Co-governance Forum may, on a vote of at least 75% of the members present and voting, temporarily suspend the Standing Orders.

## **6.0 Amendment of Standing Orders**

After the adoption of the first Standing Orders the Co-governance Forum may adopt, amend or alter Standing Orders by consensus. If consensus is not reached the Co-governance Forum may, on a vote of at least 75% of the members present and voting, adopt, amend or alter Standing Orders.

## **7.0 Co-Chairpersons to preside at meetings**

Either of the Co-Chairpersons may preside at a meeting and they may be regarded as interchangeable throughout the meeting, although the presumption is that the Co-Chairperson to preside at the meeting will be decided by the Co-Chairpersons prior to the commencement of the meeting.

## **8.0 Appointment of Deputy Co-Chairpersons**

The Maniapoto Maori Trust Board and the Councils may appoint Deputy Co-Chairpersons to preside if their Co-Chairperson cannot preside for any reason. If neither a convening Co-Chairperson nor their deputy presides at the meeting the other Co-Chairperson or their deputy will preside at the meeting. In the event of the unavailability of the Co-Chairpersons or Deputy Co-Chairpersons, the Co-governance Forum meeting will elect one of the members to act in their stead.

## **9.0 The Agenda**

The Committee shall adopt an agenda, which shall normally apply at meetings. The business shall be considered in the order it appears on the agenda, unless the meeting determines otherwise.

## **10.0 Media**

As a general principle media are allowed to be present during the public open sections of a Co-governance Forum meeting.

## **11.0 Status of working groups**

- a) The preparation, management and review of the Joint Management Agreement is the central activity of the Co-governance Forum. This activity is to be underpinned by the working groups composed of staff and others from the organisations.
- b) Working group members will prepare reports for the Co-governance Forum to consider and make recommendations on. These groups are informal and will be convened as required by the Co-governance Forum or as an outcome of requests for information or analysis by the Co-governance Forum.
- c) Because of the ad hoc and unpredictable nature of the tasks carried out by intra and inter organisational groups there will be no requirement for such groups to keep formal meeting records, although they may adopt that option for their own administration purposes and to assist the development of the Joint Management Agreement and the Upper Waipa River Integrated Management Plan.

## **12.0 Workshops**

A workshop to discuss technical matters relating to the co-management of the river may be convened by the Co-governance Forum at any time. Standing Orders will not apply at these workshops. Recommendations from workshops in the first instance shall be considered and or approved by the Trust and the Council separately.

## **13.0 Extraordinary business at meetings**

Only business on the agenda shall be transacted at any meeting unless the Chairperson determines any business to be extraordinary or urgent. This shall be ratified by consensus of the members.

## **14.0 Time limit at meetings**

Unless pursuant to a motion to extend the meeting no meeting shall sit beyond 6 hours at a time, although meetings may be adjourned and reconvened, or extend later than 10pm. Any business on the agenda not dealt with shall be listed for attention at the next meeting.

## **15.0 Apologies and leave of absence**

The Chairperson may receive apologies at the beginning of the meeting and grant leave of absence to any member upon application by the member. Apologies, any leave of absence as well as the arrival and departure times of members shall be recorded in the minutes.

## **16.0 Minutes of proceedings**

The Co-governance Forum shall cause minutes of all its proceedings to be kept and the minutes of proceedings to be duly entered and authenticated by the Co-Chairpersons or their deputies. And shall be prima facie evidence of proceedings. Only the minute secretary shall make an electronic record of the discussion at the Co-governance Forum meetings.

#### **17.0 Deputations received by the Co-governance Forum**

- a) Deputations may be presented to the committee providing that an outline of the presentation has been received and approved by the Co-Chairpersons before the meeting.
- b) The Co-Chairpersons may request a delay or changes to be made to the presentation to avoid repetition, nuisance, or to answer specific questions. The Co-Chairpersons may also agree to give the presentation priority on the agenda.
- c) The Co-Chairpersons or the meeting Chairperson may restrict the numbers of those speaking to a presentation. Unless otherwise determined by the meeting all speakers shall be limited to either the times provided for in an agenda.

#### **18.0 Procedural motions (1)**

Any member who has not spoken may move a procedural motion to terminate or adjourn debate. These motions may include the following:

- a) That the meeting be adjourned to the next meeting, unless an alternative time and place is set; or
- b) That the item of business being discussed be adjourned to a time and place to be stated; or
- c) That the motion under debate be now put (a closure motion); or
- d) That the meeting proceed to the next item of business and suspend the item until the end of the other business; or
- e) That the item of business being discussed does lie on the table and not be further discussed at the meeting; or
- f) That the item of business be referred back to each organisation, a committee, or a joint working party for further work and/or discussion.

#### **19.0 Procedural motions (2)**

- a) Procedural motions to terminate or adjourn debate take precedence over all other motions, other than points of order, and shall if seconded, be subject to an immediate vote.
- b) All procedural motions shall be determined by consensus of those present and voting. If consensus cannot be reached procedural motions shall be determined by the majority of those present and voting.
- c) If lost, another procedural motion to terminate or adjourn may not be moved within 45 minutes of the lost motion.
- d) Notwithstanding the statement in 18(c), a motion to terminate or adjourn may be made at any time if no further speakers to the debate.



- e) When an amendment to a motion is under debate, a closure motion relates to the amendment and to the motion. If a closure motion is carried, the mover of the motion then under debate is entitled to a right of reply and then the motion or amendment under debate shall be put.

## **20.0 Returning to adjourned items**

- a) The debate on the adjourned items of business shall be resumed with the mover of such adjournment being entitled to speak first in the resumed debate.
- b) Adjourned items shall be given higher priority in the next meeting, providing they are positioned to fit alongside related topics.
- c) Remaining business still to be transacted shall be postponed to the next meeting when a motion to adjourn a meeting as a whole is carried.
- d) Any item referred back or to a working party, committee or for further work shall be considered at the next Joint meeting.

## **21.0 The right of a Chairperson to direct**

The Chairperson presiding over the meeting may refuse a notice of motion, or direct that it be amended and re-put if it contains:

- a) Disrespectful or offensive language or statements considered to be frivolous and vexatious; or
- b) Is beyond the powers and scope of the Co-governance Forum, and unrelated to the topics being dealt with; or
- c) Contains ambiguity, or a statement of opinion that by its phrasing cannot be part of a motion or effective resolution or recommendation.

## **22.0 Repeating procedural motions**

- a) When a subject has been canvassed and a motion is not carried a repeat motion moved at the next meeting will require consensus. In the event that consensus is not reached the vote of a majority of members present and voting to be placed on the agenda.
- b) Unless determined by the meeting as a whole, when a notice of motion has been approved by the committee, and in the opinion of the Chairperson, a further motion is presented to the same or similar effect, that second motion shall not be put.

## **23.0 Procedure for moving, seconding and proposing a motion for debate**

- a) All motions shall have a mover and a seconder.
- b) Once moved and seconded and proposed by the Chairperson for debate they cannot be withdrawn without the consensus of the members.
- c) A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is first withdrawn or lost.
- d) When a motion has been seconded and proposed by the Chairperson for discussion, an amendment may be moved and seconded by any member who has not yet

spoken. All members may however speak to amendments moved and seconded by other members.

- e) A Chairperson may require the mover of a motion or amendment to submit it in writing.
- f) Amendments that are proposed but not seconded shall not be placed in the minutes.
- g) No further amendments shall be proposed until any earlier amendment is disposed of, although members may give notice to the Chairperson they intend to do so.
- h) If an amendment is lost another amendment may then be proposed by any member who has previously spoken to the motion.
- i) When an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers and seconders in the debate, may then propose a further amendment.
- j) Unless determined by consensus of those voting and present a proposed amendment must be relevant to the motion under discussion and not be similar in effect to an amendment that was previously lost, unless determined
- k) No amendment is allowed, which if carried, would negate the substantive motion.
- l) The presiding Chairperson may, immediately prior to a vote request that the motion in question be restated.
- m) Once the presiding Chairperson has put the motion to a vote no member can then speak to the motion.

#### **24.0 Revoking or altering a motion**

- a) All or part of a resolution or recommendation that has been passed at a meeting, may be revoked or altered as follows –
  - (i) the notice of motion shall be written out and supplied to the Committee support staff and shall set out;
  - (ii) the part of the resolution or recommendation proposed to be revoked;
  - (iii) the meeting date when it was passed;
  - (iv) the wording of any substitute motion (if any).
- b) If, during the course of the meeting, fresh facts or information are received concerning a matter already subject to a resolution or recommendation, the resolution or recommendation may be revoked or altered by the consent of at least a 75% vote of those members present and voting.
- c) On a recommendation contained in a report by a Co-Chairperson or deputy, or the report of any working group, committee or delegated group, the members may revoke all or part of any previous resolution or recommendation, provided that written notification of such recommendation shall have been given to the Co-Chairpersons or their deputies and the members within the appropriate notice period.
- d) With respect to (c) above the appropriate notice period is no less than 2 working days prior to the meeting.

## **25.0 Rules of debate**

- a) A member may second a motion or amendment without speaking to it, reserving the right to speak later in any debate.
- b) In speaking to any motion or amendment, members shall confine their remarks strictly to the motion or amendment and as far as is feasible not be repetitious.
- c) If three speakers have spoken in support of a motion or amendment, the presiding Chairperson may call for a speaker to the contrary. If no such speaker is forthcoming the Chairperson may then call for the motion or amendment to be put.
- d) Speakers shall indicate whether they are in support or opposition or neutral in respect of the motion or amendment.
- e) Where any member objects to a statement they may request the presiding Chairperson to record their opposition to the statement(s) in the minutes, providing the objection is made immediately following the speaker whose words gave rise to the objection and not after others have spoken.
- f) Members may not read speeches, except with the permission of the presiding Chairperson, but may use notes or visual aids if these are relevant and considered to improve the debate.
- g) In speaking in debate no member may cast aspersions on a motion that has been passed except by a notice of motion to amend or revoke the resolution or recommendation – see Section 27 of these Standing Orders.

## **26.0 Debate time limits**

- a) The following time limits shall apply unless extended by determination of the members present and voting:
  - (i) Movers of motions when speaking to the motion – 10 minutes
  - (ii) Movers of motions, when exercising their right of reply – 5 minutes
  - (iii) Other members – 5 minutes
- b) Subject to any right of reply, a speaker may not speak more than once to a motion.
- c) Members may request the presiding Chairperson to restate the motion for their information at any time during the debate.

## **27.0 Right of Reply**

- a) The mover of an original motion shall have right of reply. After the mover has commenced such a reply, or has initiated the wish to forgo this right, or having spoken to an amendment to the motion no other speaker shall speak on the motion.
- b) Movers in reply shall not introduce any new matters for debate.
- c) Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion.
- d) If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply shall exhaust the right of reply. The mover may however, take part in the discussion of any subsequent amendments.

## **28.0 Members right to speak**

- a) Members may speak to any matter, motion, amendment, or upon a point of order arising out of debate.
- b) Notwithstanding the right of reply members may make a personal explanation with the permission of the presiding Chairperson, but such matters may not be debated.
- c) With the permission of the presiding Chairperson, an explanation, of some material part of the previous speech, may be given by a member who has already spoken, but a new matter may not be introduced.

## **29.0 Conduct of meetings and Points of Order**

- a) Any member may be called upon to speak to a point of order upon any purported breach of these Standing Orders and the member previously speaking shall be seated and stop speaking.
- b) The member raising the point of order shall concisely state the subject matter of the point of order.
- c) No point of order shall be raised except with the permission of the presiding Chairperson.
- d) Where two or more members rise to speak, the presiding Chairperson shall decide on their speaking order of priority.
- e) Providing that a person raising the point of order to terminate or adjourn the debate; or raising a point of order that includes a request for a time extension for the previous speaker; or make a point of explanation; shall have precedence.
- f) The following are recognized as subjects for points of order:
  - (i) Discussion of a question not on the floor; or
  - (ii) Use of offensive or malicious language; or
  - (iii) The breach of any Standing Order; or
  - (iv) Apparent or actual misrepresentation by members of the Co-governance Forum; or
  - (v) Factual corrections of reports and other written and verbal material concerning agenda items;
  - (vi) Objection to the wording in minutes or agendas

- (vii) A request to record reservations as to the above in the minutes
- g) The presiding Chairperson shall decide on Points of Order after providing reasonable opportunity for members to speak to the Point of Order, providing the comment is not considered repetitious, frivolous or vexatious.
- h) When the presiding Chairperson rises during a debate any member speaking or offering to speak shall be seated and members silent to allow the Chairperson to speak.

### **30.0 Questions to the Chairperson**

- a) Any member may put a question to the Chairperson to be discussed at the meeting, or through the Chairperson to any officer of the organisations concerning any matter relevant to the agenda item.
- b) Where feasible the question should be asked of the Chairperson or the supporting staff prior to the meeting.
- c) If the information is not provided at the next meeting, or where information was requested prior and is not satisfactory or requires clarifying then the member may raise the matter by way of a further question in the meeting, provided that the Chairperson can refer that question to the appropriate officer supporting the meetings.
- d) Where appropriate such questions shall be in writing and handed to the presiding Chairperson prior to the commencement of the meeting or form part of the briefing material attached to the agenda.
- e) If the answer to the meeting cannot be given at the meeting it shall, at the discretion of the Chairperson, be placed on the agenda of the next meeting or be supplied to members as a written briefing report.
- f) Questions and answers shall be provided as concisely as possible in the circumstances and technical material provided as an appendix or referred to in the reply to allow the member or members to request it if they consider it to be important.

### **31.0 Questions to officers during debate**

- a) In the course of debate, any member may, at the presiding Chairperson's discretion, ask any question of the relevant officer on any matter under debate.
- b) Such questions shall be directed through the presiding Chairperson.

# Raukawa Charitable Trust and Waikato Regional Council Co-Governance Committee

## Terms of Reference

- CONSTITUTION:** Equal numbers of (i) elected members of the Waikato Regional Council; and (ii) trustees of the Raukawa Charitable Trust (as nominee of the Raukawa Settlement Trust).
- The Co-Governance Committee will be co-chaired by a member from each organisation.
- MEETING FREQUENCY:** Annually (or more often if agreed).
- MEETING PROCEDURES** In accordance with the Co-Governance Committee Standing Orders between Raukawa Charitable Trust and Waikato Regional Council (Appendix 1).
- PURPOSE:** To give effect to the guardianship provisions as provided for pursuant to clause 8 of the Joint Management Agreement between the organisations.

### 1 Scope of Activity

- 1.1 As guardian of the Joint Management Agreement the Co-Governance Committee will carry out the following duties:
- (a) Review the effectiveness of the Joint Management Agreement in achieving its purpose;
  - (b) Discuss issues of interest to both parties;
  - (c) Undertake specific roles in relation to the individual Schedules including making recommendations to the Waikato Regional Council on preparation, change, variation or review of RMA planning documents; and
  - (d) Undertake any other tasks in accordance with this agreed Terms of Reference.

### 2 Membership of Board

- 2.1 The Co-Governance Committee will comprise:
- (a) Of four (4) members appointed by the Raukawa Charitable Trust to represent the interests of the Raukawa Charitable Trust.
  - (b) Of four (4) members from the Waikato Regional Council to represent the interests of the Waikato Regional Council.
- 2.2 The Co-Governance Committee is to be chaired jointly; the chairs are to be known as the Co-Chairpersons. Raukawa Charitable Trust is to nominate one of its four members as a Co-Chairperson and Waikato Regional Council is to nominate one of its members as a Co-Chairperson.

- 2.3 The Raukawa Charitable Trust and the Waikato Regional Council may also each nominate a Deputy Co-Chairperson or an alternate who may stand in for their nominated Co-Chairperson as or when required.

### **3 Principles for reaching resolutions**

- 3.1 Both organisations agree and acknowledge that for co-management to be effective the organisations must address the resolution of issues between them in a constructive, co-operative and timely manner consistent with the principles underlying the Joint Management Agreement.
- 3.2 Any decision made at a meeting will be made at the highest level of good faith and by way of a consensus process.

### **4 Meetings of Co-Governance Committee**

- 4.1 The Co-Governance Committee is to meet annually or more if agreed.
- 4.2 The meetings are to be hosted by the Raukawa Charitable Trust and the Waikato Regional Council on an alternating basis.
- 4.3 Members will receive an agenda for each meeting, delivered either by hand, post, facsimile or other written or electronic mail message at least three working days prior to the meeting.

### **5 Communication**

- 5.1 Communications with the media and the wider public will be in accordance with an agreed communications protocol in the Joint Management Agreement.

[RCG14/2 of 8 April 2014]

1. *That the report "Re-establishment of the Raukawa Charitable Trust and Waikato Regional Council Co-Governance Committee (Doc #3013930 dated 31 March 2014) be received.*
2. *That the Raukawa Charitable Trust and Waikato Regional Council Co-Governance Committee formally constitutes itself to give effect to the guardianship provisions under the Joint Management Agreement established pursuant to the Ngati Tuwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010.*
3. *That the Raukawa Charitable Trust and Waikato Regional Council Co-Governance Committee adopts the Terms of Reference, including Standing Orders (Doc #1933780)*
4. *That the following membership from both the Raukawa Charitable Trust and Waikato Regional Council be confirmed:*

<i>Constitution</i>	<u><i>Raukawa Charitable Trust</i></u> <i>Trustee K Hodge</i> <i>Trustee G Roberts</i> <i>Trustee J Hughes</i> <i>Trustee D Davies</i>  <u><i>Waikato Regional Council</i></u> <i>Chairperson PA Southgate</i> <i>Councillor T Bramley</i> <i>Councillor S Kneebone</i>
---------------------	--

	<i>Councillor H Vercoe</i>
<i>Chairmanship [RCG14/2.1]</i>	<p><b><i>That</i></b> <i>Trustee K Hodge and Cr Paula Southgate be appointed as the Co-Chairpersons of the Raukawa Charitable Trust and Waikato Regional Council Co-Governance Committee.</i></p> <p><b><i>That</i></b> <i>Trustee G Roberts Cr Timoti Bramley be appointed as the Deputy Co-Chairpersons of the Raukawa Charitable Trust and Waikato Regional Council Co-Governance Committee.</i></p>



## **Appendix 1**

---

**CO-GOVERNANCE COMMITTEE STANDING ORDERS**  
**BETWEEN**  
**RAUKAWA CHARITABLE TRUST AND WAIKATO REGIONAL COUNCIL**

---

## **Standing Orders**

**Purpose:** To provide a specific meeting protocol and structure that will provide for the differing statutory reporting and information needs of an Incorporated Society (the Raukawa Charitable Trust) and a public body (the Waikato Regional Council). The Standing Orders give clarity as to what is expected of the members within the meeting, and the protocols governing the recording of minutes, the subsequent release of information and any reporting to the respective organisations.

### **Reasons for preparing Standing Orders:**

The Standing Orders governing meetings of the Waikato Regional Council, including joint meetings under the Local Government Act 2002, are not relevant in these circumstances. The Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (the Act) provides for the exemption of Schedule 7 of the Local Government Act 2002 when carrying out the duties and functions under the Joint Management Agreement and when exercising powers under sections 47, 48 and 49 of the Act. The Co-Governance Committee wishes to continue this exemption and have therefore developed and agreed on a unique set of Standing Orders.

The Raukawa Charitable Trust acknowledges that the Waikato Regional Council has responsibilities under the Local Government Official Information and Meetings Act 1987.

It is to be noted that the Co-Governance Committee does not make binding directives and its notices of motion are recommendations only to the two organisations.

## **1.0 Interpretation and definitions**

**Appointments** to the Co-Governance Committee are made in accordance with the legislation governing each of the organisations.

**Chairperson** refers to the Chair of the meeting as confirmed at each meeting. Chairing duties within each meeting are considered interchangeable depending on the type of agenda and the collective wish of the members. The host Chairperson will initially convene the meeting, however may relinquish the Chair for all or part of the substantive meeting. Meetings may be jointly chaired.

**Co-Chairperson** refers to the member selected by each organisation to represent their organisation as leader of the delegation to the Co-Governance Committee, and able to act as Chairperson depending on the venue of the meeting (refer to Clause 2.1(c) of the Terms of Reference).

**Committee support** means the staff support provided from either or both organisations and can include observers as well as those who directly support the joint meetings through such services as secretarial works, recording of minutes and preparing agendas and meeting reports.

**Deputy Co-Chairperson** refers to the member selected by each organisation; who would stand in for the Co-Chairperson in the event of the Co-Chairperson not being available.

**Excluded** means those parts of a meeting, or records of those parts, that are agreed by the meetings, or the Co-Chairpersons (jointly, before or after the meeting) to be excluded from public view, either permanently or temporarily. Exclusion is to occur for one or more of the following reasons that reflect the needs of both organisations. See also 'public excluded':

- (g) particular information is considered by the Co-Governance Committee or the Co-Chairpersons to be commercially sensitive or its release prior to a specified date would unduly affect the viability of a venture;
- (h) the release of the information or discussion in a public forum would affect the privacy of a person;
- (i) the release of information or public viewing would likely affect 'legal privilege' and/or, potentially the quality of present or future advice received from a legal practitioner;
- (j) the release of information or public viewing could constrain the ability of supporting staff, observers and Co-Governance Committee members to freely discuss an issue or make a recommendation on an agenda item;
- (k) particular information is considered to be culturally sensitive in that it relates to sensitive aspects of mātauranga Māori; and/or
- (l) release of a draft document and/or public viewing of a discussion or record of a discussion are considered to be premature at that stage, and finalisation or adoption or recommendation by the Committee or the Co-Chairpersons (jointly) is still considered necessary before it is considered fit for wider release.

**Member** is a person appointed to the Co-Governance Committee by either the Raukawa Charitable Trust or the Waikato Regional Council.

**Membership** is to be made up of an equal number of members appointed by each of the Raukawa Charitable Trust and the Waikato Regional Council respectively.

**Minutes** means the record of the meeting separately or jointly prepared by the organisations forming the Co-Governance Committee. The minutes are then provided to both the Raukawa Charitable Trust and the Waikato Regional Council for confirmation. The minutes will be made available to the public with the exception of public excluded items.

**Observers** are those persons who in the opinion of the Co-Governance Committee may or should attend because they have an *ex officio* reason to attend because of their position; eg, WRC Councillors or trustees of the Raukawa Charitable Trust, or those that in the opinion of the Co-Governance Committee may potentially contribute to discussion of one or more agenda items. Observers, at the discretion of the Co-Chairpersons may be permitted to speak, however they do not have voting rights and are not part of the Co-Governance Committee.

**Quorum** is made up of a Co-Chairperson or deputy from each organisation, and no less than one other appointed members from each organisation.

**Quotations** from legislation in reports and minutes are to be shown in quotation marks and referenced (when preparing minutes for ratification by the Co-Chairpersons and/or public release this can occur following the meetings).

**Voting members** include only those members appointed to the Co-Governance Committee by the Raukawa Charitable Trust and the Waikato Regional Council and present at the meeting.

**Voting and decision-making** requires consensus and members are to endeavour, at all times, to reach a consensus. Where the Co-Chairpersons deem that consensus cannot be reached, the Co-Governance Committee can use the threshold of 75% of the members present and voting as a means to determine consensus.

**Workshop** is an informal meeting convened to present, gather and assesses information. Any recommendations from a workshop will require consideration and/or approval by the Co-Governance Committee. Standing Orders do not apply at workshops.

## **2.0 Application of Standing Orders**

These Standing Orders shall apply to all meetings of the Co-Governance Committee. These Standing Orders shall also apply, so far as applicable, to publicly excluded sessions.

## **3.0 Committee**

The committee is a Co-Governance Committee that includes an equal number of members appointed from both the Raukawa Charitable Trust and the Waikato Regional Council.

## **4.0 Membership**

The membership ongoing shall consist of **four** representatives from each organisation.

## **5.0 Suspension of Standing Orders**

The Co-Governance Committee may temporarily suspend the Standing Orders.

## **6.0 Amendment of Standing Orders**

After the adoption of the first Standing Orders the Co-Governance Committee may adopt, amend or alter Standing Orders.

### **7.0 Co-Chairpersons to preside at meetings**

Either of the Co-Chairpersons may preside at a meeting and they may be regarded as interchangeable throughout the meeting, although the presumption is that the host Co-Chairperson will initially convene the meeting.

### **8.0 The Agenda**

The Co-Governance Committee shall adopt an agenda, which shall normally apply at meetings. The business shall be considered in the order it appears on the agenda, unless the meeting determines otherwise.

### **9.0 Media**

As a general principle media are allowed to be present during the public open sections of a Co-Governance Committee meeting.

### **10.0 Workshops**

Standing Orders will not apply at workshops. Recommendations from workshops in the first instance shall be considered and or approved at the following Co-Governance Committee.

### **11.0 Business at meetings**

Only business on the agenda shall be transacted at any meeting unless the Co-Chairpersons or presiding Chairperson determine any business to be extraordinary or urgent. This shall be ratified by consensus of the members.

### **12.0 Time limit at meetings**

Unless pursuant to a motion to extend the meeting, no meeting shall sit beyond 6 hours at a time (although meetings may be adjourned and reconvened), or extend later than 10pm. Any business on the agenda not dealt with shall be listed for attention at the next meeting.

### **13.0 Apologies and leave of absence**

The presiding Chairperson may receive apologies at the beginning of the meeting and grant leave of absence to any member upon application by the member. Apologies, any leave of absence, as well as the arrival and departure times of members shall be recorded in the minutes.

### **14.0 Minutes of proceedings**

The Co-Governance Committee shall cause minutes of all its proceedings to be kept and the minutes of proceedings to be duly entered and authenticated by the Co-Chairpersons or their nominee(s). And shall be *prima facie* evidence of proceedings. Only the minute secretary shall make a digital recording of the discussion at the Co-Governance Committee meetings, unless permission has been given by the Co-Chairpersons.

## **15.0 Deputations received by the Co-Governance Committee**

- d) Deputations may be presented to the Co-Governance Committee providing that an outline of the presentation has been received and approved by the Co-Chairpersons before the meeting.
- e) The Co-Chairpersons may request a delay or changes to be made to the presentation to avoid repetition, nuisance, or to answer specific questions. The Co-Chairpersons may also agree to give the presentation priority on the agenda.
- f) The Co-Chairpersons or the meeting Chairperson may restrict the numbers of those speaking to a presentation. Unless otherwise determined by the meeting all speakers shall be limited to the times provided for in an agenda.

## **16.0 Procedural motions (1)**

Any member who has not spoken may move a procedural motion to terminate or adjourn debate. These motions may include the following:

- g) That the meeting be adjourned to the next meeting, unless an alternative time and place is set; or
- h) That the item of business being discussed be adjourned to a time and place to be stated; or
- i) That the motion under debate be now put (a closure motion); or
- j) That the meeting proceed to the next item of business and suspend the item until the end of the other business; or
- k) That the item of business being discussed does lie on the table and not be further discussed at the meeting; or
- l) That the item of business be referred back to each organisation, a committee, or a joint working party for further work and/or discussion.

## **17.0 Procedural motions (2)**

- f) Procedural motions to terminate or adjourn debate take precedence over all other motions, other than points of order, and shall if seconded, be subject to an immediate vote.
- g) All procedural motions shall be determined by consensus of those present and voting. If consensus cannot be reached procedural motions shall be determined by the majority of those present and voting.
- h) If lost, another procedural motion to terminate or adjourn may not be moved within 45 minutes of the lost motion.
- i) Notwithstanding the statement in 18(c), a motion to terminate or adjourn may be made at any time if there are no further speakers to the debate.
- j) When an amendment to a motion is under debate, a closure motion relates to the amendment and to the motion. If a closure motion is carried, the mover of the motion then under debate is entitled to a right of reply and then the motion or amendment under debate shall be put.

### **18.0 Returning to adjourned items**

- e) The debate on the adjourned items of business shall be resumed with the mover of such adjournment being entitled to speak first in the resumed debate.
- f) Adjourned items shall be given higher priority in the next meeting, providing they are positioned to fit alongside related topics.
- g) Remaining business still to be transacted shall be postponed to the next meeting when a motion to adjourn a meeting as a whole is carried.
- h) Any item referred back or to a working party, committee or for further work shall be considered at the next meeting.

### **19.0 The right of a Co-Chairperson to direct**

The Chairperson presiding over the meeting may refuse a notice of motion, or direct that it be amended and re-put if it contains:

- d) Disrespectful or offensive language or statements considered to be frivolous and vexatious; or
- e) Is beyond the powers and scope of the Co-Governance Committee, and unrelated to the topics being dealt with; or
- f) Contains ambiguity, or a statement of opinion that by its phrasing cannot be part of a motion or effective resolution or recommendation.

### **20.0 Repeating procedural motions**

- c) When a subject has been canvassed and a motion is not carried a repeat motion moved at the next meeting will require consensus. In the event that consensus is not reached the vote of a majority of members present and voting to be placed on the agenda.
- d) Unless determined by the meeting as a whole, when a notice of motion has been approved by the Committee, and in the opinion of the Co-Chairpersons, a further motion is presented to the same or similar effect, that second motion shall not be put.

### **21.0 Procedure for moving, seconding and proposing a motion for debate**

- n) All motions shall have a mover and a seconder.
- o) Once moved and seconded and proposed by the presiding Chairperson for debate they cannot be withdrawn without the consensus of the members.
- p) A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is first withdrawn or lost.
- q) When a motion has been seconded and proposed by the presiding Chairperson for discussion, an amendment may be moved and seconded by any member who has not yet spoken. All members may however speak to amendments moved and seconded by other members.

- r) A presiding Chairperson may require the mover of a motion or amendment to submit it in writing.
- s) Amendments that are proposed but not seconded shall not be placed in the minutes.
- t) No further amendments shall be proposed until any earlier amendment is disposed of; although members may give notice to the presiding Chairperson they intend to do so.
- u) If an amendment is lost another amendment may then be proposed by any member who has previously spoken to the motion.
- v) When an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers and seconders in the debate, may then propose a further amendment.
- w) Unless determined by consensus of those voting and present a proposed amendment must be relevant to the motion under discussion and not be similar in effect to an amendment that was previously lost, unless determined
- x) No amendment is allowed, which if carried, would negate the substantive motion.
- y) The presiding Chairperson may, immediately prior to a vote request that the motion in question be restated.
- z) Once the presiding Chairperson has put the motion to a vote no member can then speak to the motion.

## **22.0 Revoking or altering a motion**

- e) All or part of a resolution or recommendation that has been passed at a meeting, may be revoked or altered as follows –
  - (v) the notice of motion shall be written out and supplied to the Committee support staff and shall set out;
  - (vi) the part of the resolution or recommendation proposed to be revoked;
  - (vii) the meeting date when it was passed;
  - (viii) the wording of any substitute motion (if any).
- f) If, during the course of the meeting, fresh facts or information are received concerning a matter already subject to a resolution or recommendation, the resolution or recommendation may be revoked or altered by the consent of at least a 75% vote of those members present and voting.
- g) On a recommendation contained in a report by a Co-Chairperson or deputy, or the report of any working group, committee or delegated group, the members may revoke all or part of any previous resolution or recommendation, provided that written notification of such recommendation shall have been given to the Co-Chairpersons or their deputies and the members within the appropriate notice period.
- h) With respect to (c) above the appropriate notice period is no less than 2 working days prior to the meeting.



### **23.0 Rules of debate**

- h) A member may second a motion or amendment without speaking to it, reserving the right to speak later in any debate.
- i) In speaking to any motion or amendment, members shall confine their remarks strictly to the motion or amendment and as far as is feasible not be repetitious.
- j) If three speakers have spoken in support of a motion or amendment, the presiding Chairperson may call for a speaker to the contrary. If no such speaker is forthcoming the Chairperson may then call for the motion or amendment to be put.
- k) Speakers shall indicate whether they are in support or opposition or neutral in respect of the motion or amendment.
- l) Where any member objects to a statement they may request the presiding Chairperson to record their opposition to the statement(s) in the minutes, providing the objection is made immediately following the speaker whose words gave rise to the objection and not after others have spoken.
- m) Members may not read speeches, except with the permission of the presiding Chairperson, but may use notes or visual aids if these are relevant and considered to improve the debate.
- n) In speaking in debate no member may cast aspersions on a motion that has been passed except by a notice of motion to amend or revoke the resolution or recommendation – see Section 27 of these Standing Orders.

### **24.0 Debate time limits**

- d) The following time limits shall apply unless extended by determination of the members present and voting:
  - (iv) Movers of motions when speaking to the motion – 10 minutes
  - (v) Movers of motions, when exercising their right of reply – 5 minutes
  - (vi) Other members – 5 minutes
- e) Subject to any right of reply, a speaker may not speak more than once to a motion.
- f) Members may request the presiding Chairperson to restate the motion for their information at any time during the debate.

### **25.0 Right of Reply**

- e) The mover of an original motion shall have right of reply. After the mover has commenced such a reply, or has initiated the wish to forgo this right, or having spoken to an amendment to the motion no other speaker shall speak on the motion.
- f) Movers in reply shall not introduce any new matters for debate.
- g) Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion.

- h) If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply shall exhaust the right of reply. The mover may however, take part in the discussion of any subsequent amendments.

## **26.0 Members right to speak**

- d) Members may speak to any matter, motion, amendment, or upon a point of order arising out of debate.
- e) Notwithstanding the right of reply members may make a personal explanation with the permission of the presiding Chairperson, but such matters may not be debated.
- f) With the permission of the presiding Chairperson, an explanation, of some material part of the previous speech, may be given by a member who has already spoken, but a new matter may not be introduced.

## **27.0 Conduct of meetings and Points of Order**

- i) Any member may be called upon to speak to a point of order upon any purported breach of these Standing Orders and the member previously speaking shall be seated and stop speaking.
- j) The member raising the point of order shall concisely state the subject matter of the point of order.
- k) No point of order shall be raised except with the permission of the presiding Chairperson.
- l) Where two or more members rise to speak, the presiding Chairperson shall decide on their speaking order of priority.
- m) Providing that a person raising the point of order to terminate or adjourn the debate; or raising a point of order that includes a request for a time extension for the previous speaker; or make a point of explanation; shall have precedence.
- n) The following are recognised as subjects for points of order:
  - (viii) Discussion of a question not on the floor; or
  - (ix) Use of offensive or malicious language; or
  - (x) The breach of any Standing Order; or
  - (xi) Apparent or actual misrepresentation by members of the Co-Governance Committee; or
  - (xii) Factual corrections of reports and other written and verbal material concerning agenda items;
  - (xiii) Objection to the wording in minutes or agendas
  - (xiv) A request to record reservations as to the above in the minutes
- o) The presiding Chairperson shall decide on Points of Order after providing reasonable opportunity for members to speak to the Point of Order, providing the comment is not considered repetitious, frivolous or vexatious.
- p) When the presiding Co-Chairperson rises during a debate any member speaking or offering to speak shall be seated and members silent to allow the Co-Chairperson to speak.

## **28.0 Questions to the Presiding Chairperson**

- g) Any member may put a question to the presiding Chairperson to be discussed at the meeting, or through the Chairperson to any officer of either organization concerning any matter relevant to the agenda item.
- h) Where feasible the question should be asked of the presiding Chairperson or the supporting staff prior to the meeting.
- i) If the information is not provided at the next meeting, or where information was requested prior and is not satisfactory or requires clarifying then the member may raise the matter by way of a further question in the meeting, provided that the presiding Chairperson can refer that question to the appropriate officer supporting the meetings.
- j) Where appropriate such questions shall be in writing and handed to the presiding Chairperson prior to the commencement of the meeting or form part of the briefing material attached to the agenda.
- k) If the answer to the meeting cannot be given at the meeting it shall, at the discretion of the presiding Chairperson, be placed on the agenda of the next meeting or be supplied to members as a written briefing report.
- l) Questions and answers shall be provided as concisely as possible in the circumstances and technical material provided as an appendix or referred to in the reply to allow the member or members to request it if they consider it to be important.

## **29.0 Questions to officers during debate**

- c) In the course of debate, any member may, at the presiding Chairpersons discretion, ask any question of the relevant officer on any matter under debate.
- d) Such questions shall be directed through the presiding Chairperson.

# **Te Arawa River Iwi Trust and Waikato Regional Council Co-Governance Committee**

## **Terms of Reference**

<b>CONSTITUTION:</b>	Equal numbers of (i) elected members of the Waikato Regional Council; and (ii) trustees of the Te Arawa River Iwi Trust.  The Co-Governance Committee will be co-chaired by a member of each organisation.
<b>MEETING FREQUENCY:</b>	Annually (or more often if agreed).
<b>MEETING PROCEDURES</b>	In accordance with the Co-Governance Committee Standing Orders between Te Arawa River Iwi Trust and Waikato Regional Council (Appendix 1).
<b>OBJECTIVE:</b>	To give effect to the guardianship provisions (clause 12) as provided for in the Joint Management Agreement under the Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (the Act).

### **3. Scope of Activity**

The Co-Governance Committee as guardian of the Joint Management Agreement will ensure that the Joint Management Agreement is being implemented to the satisfaction of both organisations and in accordance with the principles set out in Clause 4 of the Joint Management Agreement.

### **4. Meeting Management, Support and Communication**

- a. The venue for the meetings will alternate between the offices of the Waikato Regional Council and those provided by the Te Arawa River Iwi Trust.
- b. The Waikato Regional Council will provide secretariat support for the Co-Governance Committee.
- c. Minutes will be approved by the Co-chairpersons prior to circulation which will be within a fortnight of the meeting.
- d. The Co-chairpersons will be the spokespersons for the Co-Governance Committee.

## **5. Composition of Membership and Quorum**

- a. The Co-Governance Committee shall consist of 8 members being:
  - Four (4) representatives from the Te Arawa River Iwi Trust of which one member must be the Co-chairperson; and
  - Four (4) representatives of the Waikato Regional Council of which one member must be the Co-chairperson.
- b. For any meeting of the Co-Governance Committee a minimum quorum of two (2) representatives from Te Arawa River Iwi Trust and two (2) representatives from the Waikato Regional Council must be in attendance for the meeting to be constituted and as being valid.

## **6. Technical Support**

The Co-Governance Committee may invite staff members from both organisations to attend the meetings for technical support.

---

**CO-GOVERNANCE COMMITTEE STANDING ORDERS**  
**BETWEEN**  
**TE ARAWA RIVER IWI TRUST AND WAIKATO REGIONAL COUNCIL**

---

## Standing Orders

**Purpose:** To provide a specific meeting protocol and structure that will jointly provide for the differing statutory reporting and information needs of a trust (Te Arawa River Iwi Trust) and a public body (the Waikato Regional Council). The Standing Orders give clarity as to what is expected of the members within the meeting, and the protocols governing the recording of minutes, the subsequent release of information and any reporting to the respective organisations.

### Reasons for preparing Standing Orders:

The Standing Orders governing meetings of the Waikato Regional Council, including joint meetings under the Local Government Act 2002, are not relevant in these circumstances. The Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 provided for the exemption of Schedule 7 of the Local Government Act 2002 when carrying out the duties and functions under the Joint Management Agreement and when exercising powers under sections 47((2)(4), 48(3) and 49(5) of (the Act). The Co-Governance Committee wishes to continue this exemption and have therefore developed and agreed on a unique set of Standing Orders.

Te Arawa River Iwi Trust acknowledges that the Waikato Regional Council has responsibilities under the Local Government Official Information and Meetings Act 1987.

It is noted that the Co-Governance Committee does not make binding directives and its notices of motion are recommendations only to the two organisations.

### 1 Interpretation and definitions

**Alternates** are stand in members for Co-Governance Committee members, chosen from a list approved by the Co-Governance Committee at its first meeting and subsequently amended by the Co-Governance Committee as needed.

**Appointments** to the Co-Governance Committee are made in accordance with the legislation and/or documents governing each of the organisations.

**Chairperson** refers to the Chair of the meeting as confirmed at each meeting. Chairing duties within each meeting are considered interchangeable depending on the type of agenda and the collective wish of the members. The host Chairperson will initially convene the meeting, however may relinquish the Chair for all or part of the substantive meeting. Meetings may be jointly chaired.

**Co-Chairperson** refers to the member selected by each organisation to represent their organisation as leader of the delegation to the Co-Governance Committee, and able to act as Chairperson depending on the venue of the meeting (refer to Clause 2(c) of the Terms of Reference).

**Committee support** means the staff support provided from either or both organisations and can include observers as well as those who directly support the joint meetings through such services as secretarial works, recording of minutes and preparing agendas and meeting reports.

**Deputations** are presentations to the Co-Governance Committee from any person or interest group in the community.

**Deputy Co-Chairperson** refers to those members selected by each organisation; the Te Arawa River Iwi Trust and the Waikato Regional Council respectively who would stand in for the Co-Chairperson in the event of the Co-Chairperson not being available to chair the meeting.

**Excluded** means those parts of the meeting or records of those parts that are agreed by the joint meetings, or the Co-Chairpersons (jointly, before or after the Meeting) to be excluded from public view, either permanently or temporarily. Exclusion is to occur for one or more of the following reasons that reflect the needs of both organisations – see also ‘public excluded’:

- (m) particular information is considered by the Co-Governance Committee or the Co-Chairpersons to be commercially sensitive or its release prior to a specified date would unduly affect the viability of a venture;
- (n) the release of the information or discussion in a public forum would affect the privacy of a person;
- (o) the release of information or public viewing would likely affect ‘legal privilege’ and/or, potentially the quality of present or future advice received from a legal practitioner;
- (p) The release of information or public viewing could constrain the ability of supporting staff, observers and Co-governance Committee members to freely discuss an issue or make a recommendation on an agenda item;
- (q) Particular information is considered to be culturally sensitive in that it relates to sensitive aspects of Mātauranga Māori; or
- (r) Release of a draft document and/or, public viewing of a discussion or record of a discussion are considered to be premature at that stage and finalisation or adoption or recommendation by the Co-Governance Committee or the Co-Chairpersons (jointly) is still considered necessary before it is considered fit for wider release.

**Member** is a person appointed to the Co-Governance Committee by either the Te Arawa River Iwi Trust or the Waikato Regional Council.

**Membership** is to be made up of an equal number of members appointed by each organisation. The members are members of the Te Arawa River Iwi Trust and the Waikato Regional Council respectively.

**Minutes** means the record of the meeting separately or jointly prepared by the organisations forming the Co-Governance Committee. The minutes are then provided to the both the Te Arawa River Iwi Trust and the Waikato Regional Council for confirmation. The minutes will be made available to the public with the exception of public excluded items.

**Observers** are those persons who in the opinion of the Co-Governance Committee may or should attend because they have an ex officio reason to attend because of their position; eg, Councillors or members of the Te Arawa River Iwi Trust, or those that in the opinion of the Co-Governance Committee may potentially contribute to discussion of one or more agenda items. Observers, at the discretion of the Co-Chairpersons may be permitted to speak, however they do not have voting rights and are not part of the Co-Governance Committee.

**Quorum** is made up of a Co-Chairperson or deputy from each organisation, and no less than **one** other appointed members from each organisation.



**Quotations** from legislation in reports and minutes are to be shown in quotation marks and referenced (when preparing minutes for ratification by the Co-Chairpersons and/or public release this can occur following the meetings).

**Voting members** include only those members appointed to the Co-Governance Committee by the Te Arawa River Iwi Trust and the Waikato Regional Council and present at the meeting.

**Voting on a motion or recommendation** requires consensus decision-making and members are to endeavour, at all times, to reach a consensus.

A **workshop** is an informal meeting convened to present, gather and assesses information.

## **2 Application of Standing Orders**

These Standing Orders shall apply to all meetings of the Co-Governance Committee. These Standing Orders shall also apply, so far as applicable to publicly excluded sessions.

## **3 Committee**

The committee is a Co-Governance Committee that includes equal number of members appointed from both the Te Arawa River Iwi Trust and the Waikato Regional Council.

## **4 Membership**

The membership ongoing shall consist of **four** representatives from each organisation.

## **5 Suspension of Standing Orders**

The Co-Governance Committee may temporarily suspend the Standing Orders by consensus. If consensus is not reached the Co-Governance Committee may on a vote of at least 75% of the members present and voting temporarily suspends the Standing Orders.

## **6 Alteration of Standing Orders**

After the adoption of the first Standing Orders the Co-Governance Committee may adopt, and/or alter Standing Orders by consensus. If consensus is not reached the Co-Governance Committee may on a vote of at least 75% of the members present and voting adopt, amend or alter Standing Orders.

## **7 Co-Chairpersons to preside at meetings**

Either of the Co-Chairpersons may preside at a meeting and they may be regarded as interchangeable throughout the meeting, although the presumption is that the host Co-Chairperson will initially convene the meeting.

## **8 Appointment of Deputy Co-Chairpersons**

Each organisation may appoint Deputy Co-Chairpersons to preside if their Co-Chairperson cannot preside for any reason. If neither a convening (host) Co-Chairperson nor their deputy presides the other Co-Chairperson may preside unless the host members wish to elect one of their members to act in their stead.

## **9 The Agenda**

The Co-Governance Committee shall adopt an agenda, which shall normally apply at meetings. The business shall be considered in the order it appears on the agenda, unless the meeting determines otherwise.

## **10 Media**

As a general principle media are allowed to be present during the public open sections of a Co-Governance Committee meeting.

## **11 Workshops**

Standing Orders will not apply at workshops. Recommendations from workshops in the first instance shall be considered and or approved by the Te Arawa River Iwi Trust and the Waikato Regional Council separately.

## **12 Additional business at meetings**

Only business on the agenda shall be transacted at any meeting unless the presiding Chairperson determines that any other matter may be considered. This shall be ratified by consensus of the members.

## **13 Time limit at meetings**

Unless pursuant to a motion to extend the meeting, no meeting shall sit beyond 6 hours at a time, although meetings may be adjourned and reconvened, or extend later than 10pm. Any business on the agenda not dealt with shall be listed for attention at the next meeting.

## **14 Apologies and leave of absence**

The presiding Chairperson may receive apologies at the beginning of the meeting and grant leave of absence to any member upon application by the member. Apologies, any leave of absence as well as the arrival and departure times of members shall be recorded in the minutes.

## **15 Minutes of proceedings**

The Co-Governance Committee shall cause minutes of all its proceedings to be kept and the minutes of proceedings to be duly entered and authenticated by the Co-Chairpersons or their deputies. Those minutes shall be prima facie evidence of proceedings. Only the minute secretary shall make a digital record of the discussion at the Co-Governance Committee meetings unless permission has been sought by the presiding Chairperson.

## **16 Deputations received by the Co-Governance Committee**

- g) Deputations may be presented to the Co-Governance Committee providing that an outline of the presentation has been received and approved by the Co-Chairpersons before the meeting.
- h) The Co-Chairpersons may request a delay or changes to be made to the presentation to avoid repetition, nuisance, or to answer specific questions. The Co-Chairpersons may also agree to give the presentation priority on the agenda.
- i) The Co-Chairpersons or the presiding Chairperson may restrict the numbers of those speaking to a presentation. Unless otherwise determined by the meeting all speakers shall be limited to either the times provided for in an agenda.

## **17 Procedural motions (1)**

Any member who has not spoken may move a procedural motion to terminate or adjourn debate. These motions may include the following:

- m) That the meeting be adjourned to the next meeting, unless an alternative time and place is set; or
- n) That the item of business being discussed be adjourned to a time and place to be stated; or
- o) That the motion under debate be now put (a closure motion); or
- p) That the meeting proceed to the next item of business and suspend the item until the end of the other business; or
- q) That the item of business being discussed does lie on the table and not be further discussed at the meeting; or
- r) That the item of business be referred back to each organisation, a committee, or a joint working party for further work and/or discussion.

## **18 Procedural motions (2)**

- k) Procedural motions to terminate or adjourn debate take precedence over all other motions, other than points of order, and shall if seconded, be subject to an immediate vote.
- l) All procedural motions shall be determined by consensus of those present and voting. If consensus cannot be reached procedural motions shall be determined by the majority of those present and voting.
- m) If lost, another procedural motion to terminate or adjourn may not be moved within 45 minutes of the lost motion.
- n) Notwithstanding the statement in 18(c), a motion to terminate or adjourn may be made at any time if no further speakers to the debate.
- o) When an amendment to a motion is under debate, a closure motion relates to the amendment and to the motion. If a closure motion is carried, the mover of the motion then under debate is entitled to a right of reply and then the motion or amendment under debate shall be put.

## **19 Returning to adjourned items**

- i) The debate on the adjourned items of business shall be resumed with the mover of such adjournment being entitled to speak first in the resumed debate.
- j) Adjourned items shall be given higher priority in the next meeting, providing they are positioned to fit alongside related topics.
- k) Remaining business still to be transacted shall be postponed to the next meeting when a motion to adjourn a meeting as a whole is carried.
- l) Any item referred back or to a working party, committee or for further work shall be considered at the next Joint Meeting.

## **20 The right of a Co-Chairperson to direct**

The Co-Chairperson presiding over the meeting may refuse a notice of motion, or direct that it be amended and re-put if it contains:

- g) Disrespectful or offensive language or statements considered to be frivolous and vexatious; or
- h) Is beyond the powers and scope of the Co-Governance Committee, and unrelated to the topics being dealt with; or
- i) Contains ambiguity, or a statement of opinion that by its phrasing cannot be part of a motion or effective resolution or recommendation.

## **21 Repeating procedural motions**

- e) When a subject has been canvassed and a motion is not carried a repeat motion moved at the next meeting will require consensus. In the event that consensus is not reached the vote of a majority of members present and voting to be placed on the agenda.
- f) Unless determined by the meeting as a whole, when a notice of motion has been approved by the Co-Governance Committee, and in the opinion of the Co-Chairpersons, a further motion is presented to the same or similar effect, that second motion shall not be put.

## **22 Procedure for moving, seconding and proposing a motion for debate**

- aa) All motions shall have a mover and a seconder.
- bb) Once moved and seconded and proposed by the presiding Chairperson for debate they cannot be withdrawn without the consensus of the members.
- cc) A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is first withdrawn or lost.
- dd) When a motion has been seconded and proposed by the presiding Chairperson for discussion, an amendment may be moved and seconded by any member who has not yet spoken. All members may however speak to amendments moved and seconded by other members.
- ee) The presiding Chairperson may require the mover of a motion or amendment to submit it in writing.
- ff) Amendments that are proposed but not seconded shall not be placed in the minutes.
- gg) No further amendments shall be proposed until any earlier amendment is disposed of; although members may give notice to the presiding Chairperson they intend to do so.
- hh) If an amendment is lost another amendment may then be proposed by any member who has previously spoken to the motion.

- ii) When an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers and seconders in the debate, may then propose a further amendment.
- jj) Unless determined by consensus of those voting and present a proposed amendment must be relevant to the motion under discussion and not be similar in effect to an amendment that was previously lost, unless determined
- kk) No amendment is allowed, which if carried, would negate the substantive motion.
- ll) The presiding Chairperson may, immediately prior to a vote request that the motion in question be restated.
- mm) Once the presiding Chairperson has put the motion to a vote no member can then speak to the motion.

### **23 Revoking or altering a motion**

- i) All or part of a resolution or recommendation that has been passed at a meeting, may be revoked or altered as follows –
  - (ix) the notice of motion shall be written out and supplied to the Co-Governance Committee support staff and shall set out;
  - (x) the part of the resolution or recommendation proposed to be revoked;
  - (xi) the meeting date when it was passed;
  - (xii) the wording of any substitute motion (if any).
- j) If, during the course of the meeting, fresh facts or information are received concerning a matter already subject to a resolution or recommendation, the resolution or recommendation may be revoked or altered by the consent of at least a 75% vote of those members present and voting.
- k) On a recommendation contained in a report by a Co-Chairperson or deputy, or the report of any working group, committee or delegated group, the members may revoke all or part of any previous resolution or recommendation, provided that written notification of such recommendation shall have been given to the Co-Chairpersons or their deputies and the members within the appropriate notice period.
- l) With respect to (c) above the appropriate notice period is no less than 2 working days prior to the meeting.

### **24 Rules of debate**

- o) A member may second a motion or amendment without speaking to it, reserving the right to speak later in any debate.
- p) In speaking to any motion or amendment, members shall confine their remarks strictly to the motion or amendment and as far as is feasible not be repetitious.
- q) If three speakers have spoken in support of a motion or amendment, the presiding Chairperson may call for a speaker to the contrary. If no such speaker is forthcoming the presiding Chairperson may then call for the motion or amendment to be put.

- r) Speakers shall indicate whether they are in support or opposition or neutral in respect of the motion or amendment.
- s) Where any member objects to a statement they may request the presiding Chairperson to record their opposition to the statement(s) in the minutes, providing the objection is made immediately following the speaker whose words gave rise to the objection and not after others have spoken.
- t) Members may not read speeches, except with the permission of the presiding Chairperson, but may use notes or visual aids if these are relevant and considered to improve the debate.
- u) In speaking in debate no member may cast aspersions on a motion that has been passed except by a notice of motion to amend or revoke the resolution or recommendation – see Section 27 of these Standing Orders.

### **25 Debate time limits**

- g) The following time limits shall apply unless extended by determination of the members present and voting:
  - (vii) Movers of motions when speaking to the motion – 10 minutes
  - (viii) Movers of motions, when exercising their right of reply – 5 minutes
  - (ix) Other members – 5 minutes
- h) Subject to any right of reply, a speaker may not speak more than once to a motion.
- i) Members may request the presiding Chairperson to restate the motion for their information at any time during the debate.

### **26 Right of Reply**

- i) The mover of an original motion shall have right of reply. After the mover has commenced such a reply, or has initiated the wish to forgo this right, or having spoken to an amendment to the motion no other speaker shall speak on the motion.
- j) Movers in reply shall not introduce any new matters for debate.
- k) Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion.
- l) If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply shall exhaust the right of reply. The mover may however, take part in the discussion of any subsequent amendments.

### **27 Members right to speak**

- g) Members may speak to any matter, motion, amendment, or upon a point of order arising out of debate.
- h) Notwithstanding the right of reply members may make a personal explanation with the permission of the presiding Chairperson, but such matters may not be debated.

- i) With the permission of the presiding Chairperson, an explanation, of some material part of the previous speech, may be given by a member who has already spoken, but a new matter may not be introduced.

## **28 Conduct of meetings and Points of Order**

- q) Any member may be called upon to speak to a point of order upon any purported breach of these Standing Orders and the member previously speaking shall be seated and stop speaking.
- r) The member raising the point of order shall concisely state the subject matter of the point of order.
- s) No point of order shall be raised except with the permission of the presiding Chairperson.
- t) Where two or more members rise to speak, the presiding Chairperson shall decide on their speaking order of priority.
- u) Providing that a person raising the point of order to terminate or adjourn the debate; or raising a point of order that includes a request for a time extension for the previous speaker; or make a point of explanation; shall have precedence.
- v) The following are recognized as subjects for points of order:
  - (xv) Discussion of a question not on the floor; or
  - (xvi) Use of offensive or malicious language; or
  - (xvii) The breach of any Standing Order; or
  - (xviii) Apparent or actual misrepresentation by members of the Co-Governance Committee; or
  - (xix) Factual corrections of reports and other written and verbal material concerning agenda items;
  - (xx) Objection to the wording in minutes or agendas
  - (xxi) A request to record reservations as to the above in the minutes
- w) The presiding Chairperson shall decide on Points of Order after providing reasonable opportunity for members to speak to the Point of Order, providing the comment is not considered repetitious, frivolous or vexatious.
- x) When the presiding Chairperson rises during a debate any member speaking or offering to speak shall be seated and members silent to allow the Chairperson to speak.

## **29 Questions to the presiding Chairperson**

- m) Any member may put a question to the presiding Chairperson to be discussed at the meeting, or through the presiding Chairperson to any officer of either organisation concerning any matter relevant to the agenda item.
- n) Where feasible the question should be asked of the presiding Chairperson or the supporting staff prior to the meeting.
- o) If the information is not provided at the next meeting, or where information was requested prior and is not satisfactory or requires clarifying then the member may raise the matter by way of a further question in the meeting, provided that the presiding Chairperson can refer that question to the appropriate officer supporting the meetings.

- p) Where appropriate such questions shall be in writing and handed to the presiding Chairperson prior to the commencement of the meeting or form part of the briefing material attached to the agenda.
- q) If the answer to the meeting cannot be given at the meeting it shall, at the discretion of the presiding Chairperson, be placed on the agenda of the next meeting or be supplied to members as a written briefing report.
- r) Questions and answers shall be provided as concisely as possible in the circumstances and technical material provided as an appendix or referred to in the reply to allow the member or members to request it if they consider it to be important.

### **30 Questions to officers during debate**

- e) In the course of debate, any member may, at the presiding Chairperson's discretion, ask any question of the relevant officer on any matter under debate.
- f) Such questions shall be directed through the presiding Chairperson.



## ***Tuwharetoa Maori Trust Board and Waikato Regional Council Joint Committee***

**REPORTING TO:** *Council and the Tuwharetoa Maori Trust Board*

**CONSTITUTION:** *Equal number of elected members of Waikato Regional Council and representatives from the Tuwharetoa Maori Trust Board*

*The Joint Committee will be co-chaired by the parties.*

**MEETING FREQUENCY:**

**OBJECTIVE:** *To give effect to the provisions pertaining to a joint management agreement under the Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (the Act).*

*THAT the report "Formation of a Joint Committee with Tuwharetoa Maori Trust Board (Doc #3234894 dated 3 December 2014) be received, and*

*THAT the Waikato Regional Council appoints Councillors Southgate, Bramley, White and Mahuta as its members on the Tuwharetoa Maori Trust Board and the Waikato Regional Council Joint Committee.*

*(Res No. WRC14/293.1 dated 11/12/2014)*

*THAT the Waikato Regional Council appoints Councillor Southgate as its co-chair on the Tuwharetoa Maori Trust Board and the Waikato Regional Council Joint Committee.*

*(Res No. WRC14/293.2 dated 11/12/2014)*

# **Tūwharetoa Māori Trust Board and Waikato Regional Council Co-Governance Committee**

## **Terms of Reference**

- CONSTITUTION:** Equal numbers of (i) trustees of the Tūwharetoa Māori Trust Board (the Trust), and (ii) elected members of the Waikato Regional Council (the Council).
- The Tūwharetoa Māori Trust Board and Waikato Regional Council Co-Governance Committee (the Co-Governance Committee) will be co-chaired by a member of each organisation.
- MEETING FREQUENCY:** No less than once a year
- MEETING PROCEDURES** In accordance with the Tūwharetoa Māori Trust Board and Waikato Regional Council Co-Governance Committee Standing Orders (Appendix 1).
- OBJECTIVE:** To commence the process for finalising a Joint Management Agreement between the Trust and the Council.

### **7. Scope of Activity**

1. The Co-Governance Committee will commence the process to develop a Co-Governance Management Agreement that will give effect to the provisions pertaining to a Co-Governance management agreement under the Ngati Tūwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010 (the Act) and in carrying out duties and functions and exercising powers, in the Resource Management Act 1991, namely:
  - (a) Monitoring and enforcement activities, as specified under section 47.
  - (b) Preparation, review, change, or variation of a Resource Management Act 1991 planning document, under section 48.
  - (c) Duties, functions, or powers under Part 6 of the Resource Management Act 1991 in relation to applications for resource consents, under section 49.
2. In addition the Co-Governance Management Agreement will provide for the inclusion of:
  - (a) Processes relating to customary activities as stipulated in section 45 (as applicable to Territorial Authorities) of the Act.
  - (b) Any other duties, functions or powers the Trust and the Council agrees on as stipulated in section 54 of the Ngati Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010.
3. Final approval for a JMA will be the responsibility of the respective governance boards of the Trust and the Council and not the Co-Governance Committee.

## **8. Meeting Management, Support and Communication**

- e. The venue for the meetings will alternate between the offices of the Council and those provided by the Trust.
- f. The Waikato Regional Council will provide secretariat support for the Co-Governance Committee.
- g. Minutes will be approved by the Co-Chairpersons prior to circulation which will be within a fortnight of the meeting.
- h. The Co-Chairpersons will be the spokespersons for the Co-Governance Committee, agreeing jointly on any media statements regarding the work of the Co-Governance Committee

## **9. Composition of Membership and Quorum**

- c. The Co-Governance Committee shall consist of eight (8) members being:
  - Four (4) members appointed by the Trust; and
  - Four (4) members appointed by of the Council.
- d. The Trust is to nominate one of its members and the Council is to nominate one of its members, to be appointed by the Co-Governance Committee as the Co-Chairpersons.
- e. The Trust is to nominate one of its members and the Council is to nominate one of its members, to be appointed by the Co-Governance Committee as a Deputy Co-Chairpersons.
- f. The quorum at a meeting of the Co-Governance Committee shall be made up of half of the members being two (2) members from the Trust and two (2) members from the Council and one of whom must be a Co-Chairperson.

## **10. Technical Support**

The Co-Governance Committee may invite staff members from both organisations to attend the meetings for technical support.

## **11. Elevation of Matters**

- a. In the event that the Co-Governance Committee is unable to resolve any matter relating to the development of the Co-Governance Management Agreement then the co-chairs will endeavour to resolve the matter internally.
- b. Should the co-chairs be unable to resolve the matter internally they will then refer the matter to the respective governance bodies of the Trust and the Council for advice and direction. Upon receipt of the advice the co-chairs will then endeavour to resolve the matter.

## Appendix 1

---

### **TŪWHARETOA MĀORI TRUST BOARD AND WAIKATO REGIONAL COUNCIL CO-GOVERNANCE COMMITTEE STANDING ORDERS**

---

## Standing Orders

**Purpose:** To provide a specific meeting protocol and structure that will jointly provide for the differing statutory reporting and information needs of a trust (Tūwharetoa Māori Trust Board) and a public body (the Waikato Regional Council). The Standing Orders give clarity as to what is expected of the members within the meeting, and the protocols governing the recording of minutes, the subsequent release of information and any reporting to the respective organisations.

### Reasons for preparing Standing Orders:

The Standing Orders governing meetings of the Waikato Regional Council, including Co-Governance meetings under the Local Government Act 2002, are not relevant in these circumstances. The Ngati Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 provided for the exemption of Schedule 7 of the Local Government Act 2002 when carrying out the duties and functions under the Co-Governance Management Agreement and when exercising powers under sections 47((2)(4), 48(3) and 49(5) of (the Act). The Co-Governance Committee have therefore developed and agreed on a unique set of Standing Orders.

Tūwharetoa Māori Trust Board acknowledges that the Waikato Regional Council has responsibilities under the Local Government Official Information and Meetings Act 1987.

It is noted that the Co-Governance Committee does not make binding directives and its notices of motion are recommendations only to the two organisations.

### 1 Interpretation and definitions

**Alternates** are stand in members for Co-Governance Committee members, chosen from a list approved by the Co-Governance Committee at its first meeting and subsequently amended by the Co-Governance Committee as needed.

**Appointments** to the Co-Governance Committee are made in accordance with the legislation and/or documents governing each of the organisations.

**Chairperson** refers to the Chair of the meeting as confirmed at each meeting. Chairing duties within each meeting are considered interchangeable depending on the type of agenda and the collective wish of the members. The host Chairperson will initially convene the meeting, however may relinquish the Chair for all or part of the substantive meeting. Meetings may be jointly chaired.

**Co-Chairperson** refers to the member selected by each organisation to represent their organisation as leader of the delegation to the Co-Governance Committee, and able to act as Chairperson depending on the venue of the meeting (refer to Clause 2(a) of the Terms of Reference).

**Committee support** means the staff support provided from either or both organisations and can include observers as well as those who directly support the Co-Governance meetings through such services as secretarial works, recording of minutes and preparing agendas and meeting reports.

**Deputations** are presentations to the Co-Governance Committee from any person or interest group in the community.

**Excluded** means those parts of the meeting or records of those parts that are agreed by the Co-Governance meetings, or the Co-Chairpersons (jointly, before or after the Meeting) to be excluded from public view, either permanently or temporarily. Exclusion is to occur for one or more of the following reasons that reflect the needs of both organisations – see also ‘public excluded’:

- (s) particular information is considered by the Co-Governance Committee or the Co-Chairpersons to be commercially sensitive or its release prior to a specified date would unduly affect the viability of a venture;
- (t) the release of the information or discussion in a public forum would affect the privacy of a person;
- (u) the release of information or public viewing would likely affect ‘legal privilege’ and/or, potentially the quality of present or future advice received from a legal practitioner;
- (v) The release of information or public viewing could constrain the ability of supporting staff, observers and Co-Governance Committee members to freely discuss an issue or make a recommendation on an agenda item;
- (w) Particular information is considered to be culturally sensitive in that it relates to sensitive aspects of Mātauranga Māori; or
- (x) Release of a draft document and/or, public viewing of a discussion or record of a discussion are considered to be premature at that stage and finalisation or adoption or recommendation by the Co-Governance Committee or the Co-Chairpersons (jointly) is still considered necessary before it is considered fit for wider release.

**Member** is a person appointed to the Co-Governance Committee by either the Tūwharetoa Māori Trust Board or the Waikato Regional Council.

**Membership** is to be made up of an equal number of members appointed by each organisation. The members are members of the Tūwharetoa Māori Trust Board and the Waikato Regional Council respectively.

**Minutes** means the record of the meeting separately or jointly prepared by the organisations forming the Co-Governance Committee. The minutes are then provided to the both the Tūwharetoa Māori Trust Board and the Waikato Regional Council for confirmation. The minutes will be made available to the public with the exception of public excluded items.

**Observers** are those persons who in the opinion of the Co-Governance Committee may or should attend because they have an ex officio reason to attend because of their position; e.g., Councillors or members of the Tūwharetoa Māori Trust Board, or those that in the opinion of the Co-Governance Committee may potentially contribute to discussion of one or more agenda items. Observers, at the discretion of the Co-Chairpersons may be permitted to speak, however they do not have voting rights and are not part of the Co-Governance Committee.

**Quorum** is made up of half of the members being two (2) members from each organisation, one of whom must be a Co-Chairperson.

**Quotations** from legislation in reports and minutes are to be shown in quotation marks and referenced (when preparing minutes for ratification by the Co-Chairpersons and/or public release this can occur following the meetings).

**Voting members** include only those members appointed to the Co-Governance Committee by the Tūwharetoa Māori Trust Board and the Waikato Regional Council and present at the meeting.

**Voting on a motion or recommendation** must be decided at the meeting by vote; and the majority of members that are present and voting; however, members are encouraged to endeavour, at all times, to reach a consensus.

A **workshop** is an informal meeting convened to present, gather and assesses information.

## **2 Application of Standing Orders**

These Standing Orders shall apply to all meetings of the Co-Governance Committee. These Standing Orders shall also apply, so far as applicable to publicly excluded sessions.

## **3 Committee**

The committee is a Co-Governance Committee that includes equal number of members appointed from both the Tūwharetoa Māori Trust Board and the Waikato Regional Council.

## **4 Membership**

The membership ongoing shall consist of **four** members appointed by each organisation.

## **5 Suspension of Standing Orders**

The Co-Governance Committee may temporarily suspend the Standing Orders by consensus. If consensus is not reached the Co-Governance Committee may on a vote of at least 75% of the members present and voting temporarily suspends the Standing Orders.

## **6 Alteration of Standing Orders**

After the adoption of the first Standing Orders the Co-Governance Committee may adopt, and/or alter Standing Orders by consensus. If consensus is not reached the Co-Governance Committee may on a vote of at least 75% of the members present and voting adopt, amend or alter Standing Orders.

## **7 Co-Chairpersons to preside at meetings**

Either of the Co-Chairpersons may preside at a meeting and they may be regarded as interchangeable throughout the meeting, although the presumption is that the host Co-Chairperson will initially convene the meeting.

## **9 The Agenda**

The Co-Governance Committee shall adopt an agenda, which shall normally apply at meetings. The business shall be considered in the order it appears on the agenda, unless the meeting determines otherwise.

## **10 Media**

As a general principle media are allowed to be present during the public open sections of a Co-Governance Committee meeting.

## **11 Workshops**

Standing Orders will not apply at workshops.

## **12 Additional business at meetings**

Only business on the agenda shall be transacted at any meeting unless the presiding Chairperson determines that any other matter may be considered. This shall be ratified by consensus of the members.

## **13 Time limit at meetings**

Unless pursuant to a motion to extend the meeting, no meeting shall sit beyond 6 hours at a time, although meetings may be adjourned and reconvened, or extend later than 10pm. Any business on the agenda not dealt with shall be listed for attention at the next meeting.

## **14 Apologies and leave of absence**

The presiding Chairperson may receive apologies at the beginning of the meeting and grant leave of absence to any member upon application by the member. Apologies, any leave of absence as well as the arrival and departure times of members shall be recorded in the minutes.

## **15 Minutes of proceedings**

The Co-Governance Committee shall cause minutes of all its proceedings to be kept and the minutes of proceedings to be duly entered and authenticated by the Co-Chairpersons or their deputies. Those minutes shall be prima facie evidence of proceedings. Only the minute secretary shall make a digital record of the discussion at the Co-Governance Committee meetings unless permission has been sought by the presiding Chairperson.

## **16 Deputations received by the Co-Governance Committee**

- j) Deputations may be presented to the Co-Governance Committee providing that an outline of the presentation has been received and approved by the Co-Chairpersons before the meeting.
- k) The Co-Chairpersons may request a delay or changes to be made to the presentation to avoid repetition, nuisance, or to answer specific questions. The Co-Chairpersons may also agree to give the presentation priority on the agenda.
- l) The Co-Chairpersons or the presiding Chairperson may restrict the numbers of those speaking to a presentation. Unless otherwise determined by the meeting all speakers shall be limited to the times provided for in an agenda.

## **17 Procedural motions (1)**

Any member who has not spoken may move a procedural motion to terminate or adjourn debate. These motions may include the following:

- s) That the meeting be adjourned to the next meeting, unless an alternative time and place is set; or
- t) That the item of business being discussed be adjourned to a time and place to be stated; or
- u) That the motion under debate be now put (a closure motion); or
- v) That the meeting proceed to the next item of business and suspend the item until the end of the other business; or



- w) That the item of business being discussed does lie on the table and not be further discussed at the meeting; or
- x) That the item of business be referred back to each organisation, a committee, or a Co-Governance working party for further work and/or discussion.

### **18 Procedural motions (2)**

- p) Procedural motions to terminate or adjourn debate take precedence over all other motions, other than points of order, and shall if seconded, be subject to an immediate vote.
- q) All procedural motions shall be determined by consensus of those present and voting. If consensus cannot be reached procedural motions shall be determined by the majority of those present and voting.
- r) If lost, another procedural motion to terminate or adjourn may not be moved within 45 minutes of the lost motion.
- s) Notwithstanding the statement in 18(c), a motion to terminate or adjourn may be made at any time if no further speakers to the debate.
- t) When an amendment to a motion is under debate, a closure motion relates to the amendment and to the motion. If a closure motion is carried, the mover of the motion then under debate is entitled to a right of reply and then the motion or amendment under debate shall be put.

### **19 Returning to adjourned items**

- m) The debate on the adjourned items of business shall be resumed with the mover of such adjournment being entitled to speak first in the resumed debate.
- n) Adjourned items shall be given higher priority in the next meeting, providing they are positioned to fit alongside related topics.
- o) Remaining business still to be transacted shall be postponed to the next meeting when a motion to adjourn a meeting as a whole is carried.
- p) Any item referred back or to a working party, committee or for further work shall be considered at the next Co-Governance Meeting.

### **20 The right of a Co-Chairperson to direct**

The Co-Chairperson presiding over the meeting may refuse a notice of motion, or direct that it be amended and re-put if it contains:

- j) Disrespectful or offensive language or statements considered to be frivolous and vexatious; or
- k) Is beyond the powers and scope of the Co-Governance Committee, and unrelated to the topics being dealt with; or
- l) Contains ambiguity, or a statement of opinion that by its phrasing cannot be part of a motion or effective resolution or recommendation.



## **21 Repeating procedural motions**

- g) When a subject has been canvassed and a motion is not carried a repeat motion moved at the next meeting will require consensus. In the event that consensus is not reached the vote of a majority of members present and voting to be placed on the agenda.
- h) Unless determined by the meeting as a whole, when a notice of motion has been approved by the Co-Governance Committee, and in the opinion of the Co-Chairpersons, a further motion is presented to the same or similar effect, that second motion shall not be put.

## **22 Procedure for moving, seconding and proposing a motion for debate**

- nn) All motions shall have a mover and a seconder.
- oo) Once moved and seconded and proposed by the presiding Chairperson for debate they cannot be withdrawn without the consensus of the members.
- pp) A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is first withdrawn or lost.
- qq) When a motion has been moved and seconded and proposed by the presiding Chairperson for discussion, an amendment may be moved and seconded by any member who has not yet spoken. All members may however speak to amendments moved and seconded by other members.
- rr) The presiding Chairperson may require the mover of a motion or amendment to submit it in writing.
- ss) Amendments that are proposed but not seconded shall not be placed in the minutes.
- tt) No further amendments shall be proposed until any earlier amendment is disposed of; although members may give notice to the presiding Chairperson they intend to do so.
- uu) If an amendment is lost another amendment may then be proposed by any member who has previously spoken to the motion.
- vv) When an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers and seconders in the debate, may then propose a further amendment.
- ww) Unless determined by consensus of those present and voting a proposed amendment must be relevant to the motion under discussion and not be similar in effect to an amendment that was previously lost.
- xx) No amendment is allowed, which if carried, would negate the substantive motion.
- yy) The presiding Chairperson may, immediately prior to a vote request that the motion in question be restated.
- zz) Once the presiding Chairperson has put the motion to a vote no member can then speak to the motion.

## **23 Revoking or altering a motion**

- m) All or part of a resolution or recommendation that has been passed at a meeting, may be revoked or altered as follows –
  - (xiii) the notice of motion shall be written out and supplied to the Co-Governance Committee support staff and shall set out;
  - (xiv) the part of the resolution or recommendation proposed to be revoked;
  - (xv) the meeting date when it was passed;
  - (xvi) the wording of any substitute motion (if any).
- n) If, during the course of the meeting, fresh facts or information are received concerning a matter already subject to a resolution or recommendation, the resolution or recommendation may be revoked or altered by the consent of at least a 75% vote of those members present and voting.
- o) On a recommendation contained in a report by a Co-Chairperson or deputy, or the report of any working group, committee or delegated group, the members may revoke all or part of any previous resolution or recommendation, provided that written notification of such recommendation shall have been given to the Co-Chairpersons or their deputies and the members within the appropriate notice period.
- p) With respect to (c) above the appropriate notice period is no less than 2 working days prior to the meeting.

## **24 Rules of debate**

- v) A member may second a motion or amendment without speaking to it, reserving the right to speak later in any debate.
- w) In speaking to any motion or amendment, members shall confine their remarks strictly to the motion or amendment and as far as is feasible not be repetitious.
- x) If three speakers have spoken in support of a motion or amendment, the presiding Chairperson may call for a speaker to the contrary. If no such speaker is forthcoming the presiding Chairperson may then call for the motion or amendment to be put.
- y) Speakers shall indicate whether they are in support or opposition or neutral in respect of the motion or amendment.
- z) Where any member objects to a statement they may request the presiding Chairperson to record their opposition to the statement(s) in the minutes, providing the objection is made immediately following the speaker whose words gave rise to the objection and not after others have spoken.
- aa) Members may not read speeches, except with the permission of the presiding Chairperson, but may use notes or visual aids if these are relevant and considered to improve the debate.
- bb) In speaking in debate no member may cast aspersions on a motion that has been passed except by a notice of motion to amend or revoke the resolution or recommendation – see Section 23 of these Standing Orders.

## **25 Debate time limits**

- j) The following time limits shall apply unless extended by determination of the members present and voting:
  - (x) Movers of motions when speaking to the motion – 10 minutes
  - (xi) Movers of motions, when exercising their right of reply – 5 minutes
  - (xii) Other members – 5 minutes
- k) Subject to any right of reply, a speaker may not speak more than once to a motion.
- l) Members may request the presiding Chairperson to restate the motion for their information at any time during the debate.

## **26 Right of Reply**

- m) The mover of an original motion shall have right of reply. After the mover has commenced such a reply, or has initiated the wish to forgo this right, or having spoken to an amendment to the motion no other speaker shall speak on the motion.
- n) Movers in reply shall not introduce any new matters for debate.
- o) Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion.
- p) If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply shall exhaust the right of reply. The mover may however, take part in the discussion of any subsequent amendments.

## **27 Members right to speak**

- j) Members may speak to any matter, motion, amendment, or upon a point of order arising out of debate.
- k) Notwithstanding the right of reply members may make a personal explanation with the permission of the presiding Chairperson, but such matters may not be debated.
- l) With the permission of the presiding Chairperson, an explanation, of some material part of the previous speech, may be given by a member who has already spoken, but a new matter may not be introduced.

## **28 Conduct of meetings and Points of Order**

- y) Any member may be called upon to speak to a point of order upon any purported breach of these Standing Orders and the member previously speaking shall be seated and stop speaking.
- z) The member raising the point of order shall concisely state the subject matter of the point of order.
- aa) No point of order shall be raised except with the permission of the presiding Chairperson.

- bb) Where two or more members rise to speak, the presiding Chairperson shall decide on their speaking order of priority.
- cc) Providing that a person raising the point of order to terminate or adjourn the debate; or raising a point of order that includes a request for a time extension for the previous speaker; or make a point of explanation; shall have precedence.
- dd) The following are recognized as subjects for points of order:
  - (xxii) Discussion of a question not on the floor; or
  - (xxiii) Use of offensive or malicious language; or
  - (xxiv) The breach of any Standing Order; or
  - (xxv) Apparent or actual misrepresentation by members of the Co-Governance Committee; or
  - (xxvi) Factual corrections of reports and other written and verbal material concerning agenda items;
  - (xxvii) Objection to the wording in minutes or agendas
  - (xxviii) A request to record reservations as to the above in the minutes
- ee) The presiding Chairperson shall decide on Points of Order after providing reasonable opportunity for members to speak to the Point of Order, providing the comment is not considered repetitious, frivolous or vexatious.
- ff) When the presiding Chairperson rises during a debate any member speaking or offering to speak shall be seated and members silent to allow the Chairperson to speak.

### **29 Questions to the presiding Chairperson**

- s) Any member may put a question to the presiding Chairperson to be discussed at the meeting, or through the presiding Chairperson to any officer of either organisation concerning any matter relevant to the agenda item.
- t) Where feasible the question should be asked of the presiding Chairperson or the supporting staff prior to the meeting.
- u) If the information is not provided at the next meeting, or where information was requested prior and is not satisfactory or requires clarifying then the member may raise the matter by way of a further question in the meeting, provided that the presiding Chairperson can refer that question to the appropriate officer supporting the meetings.
- v) Where appropriate such questions shall be in writing and handed to the presiding Chairperson prior to the commencement of the meeting or form part of the briefing material attached to the agenda.
- w) If the answer to the meeting cannot be given at the meeting it shall, at the discretion of the presiding Chairperson, be placed on the agenda of the next meeting or be supplied to members as a written briefing report.
- x) Questions and answers shall be provided as concisely as possible in the circumstances and technical material provided as an appendix or referred to in the reply to allow the member or members to request it if they consider it to be important.

### **30 Questions to officers during debate**

- g) In the course of debate, any member may, at the presiding Chairperson's discretion, ask any question of the relevant officer on any matter under debate.
- h) Such questions shall be directed through the presiding Chairperson.

## **Waikato Raupatu River Trust and Waikato Regional Council Joint Committee**

<b>REPORTING TO:</b>	Council and the Waikato Raupatu River Trust
<b>CONSTITUTION:</b>	Equal number of elected members of Waikato Regional Council and representatives from the Waikato Raupatu River Trust  The Joint Committee will be co-chaired by the parties.
<b>MEETING FREQUENCY:</b>	Not less than twice a year
<b>OBJECTIVE:</b>	To give effect to the provisions pertaining to a joint management agreement consistent with the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.

~~Co-Governance Committee Terms of Reference to be finalised by agreement.~~

*Terms of Reference superseded by Joint Co-governance Committee Terms of Reference (March 2014 and inaugural meeting of WRRT & WRC Co-governance Committee April 2014)*

# **Waikato Raupatu River Trust and Waikato Regional Council Co-Governance Committee Terms of Reference**

- CONSTITUTION:** *Equal numbers of elected members of Waikato Regional Council (the Council) and representatives from the Trustees of the Waikato Raupatu River Trust (Waikato-Tainui).*
- The Co-Governance Committee will be co-chaired by the parties.*
- MEETING FREQUENCY:** *Annually (or more often if agreed).*
- MEETING PROCEDURES** *In accordance with Co-Governance Committee Standing Orders between Waikato Raupatu River Trust and Waikato Regional Council (Appendix 1).*
- OBJECTIVE:** *To give effect to the meetings between the parties provisions (clause 9) as provided for in the Joint Management Agreement under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.*

## **12. Scope of Activity**

- 1.0.....*齡嚮* *The role of the Co-governance Committee is to achieve the purpose of the Joint Management Agreement.*

## **13. Membership of Board**

- a. *The Co-Governance Committee will comprise:*
- *Four (4) representatives from the Waikato-Tainui of which one member must be the chair, and*
  - *Four (4) representatives of the Council of which one must be the chair.*
- b. *The Co-Governance Committee is to be chaired jointly; the chairs are to be known as the Co-Chairpersons. Waikato-Tainui is to nominate one of its four members as a Co-Chairperson and Waikato Regional Council is to nominate one of its members as a Co-Chairperson.*
- c. *Waikato-Tainui and the Waikato Regional Council may also each nominate a Deputy Co-Chairperson or an alternate who may stand in for their nominated Co-Chairperson as or when required.*



d. *A quorum will be made up of:*

*Two (2) appointed members to the Co-governance Forum by the Waikato-Tainui, and two (2) appointed members from Waikato Regional Council.*

#### **14. Meetings of Co-Governance Committee**

a. *The Co-Governance Committee is to meet annually or more if agreed.*

b. *The meetings are to be hosted by Waikato-Tainui and the Waikato Regional Council on an alternating basis.*

c. *Members will receive an agenda for each meeting, delivered either by hand, post, facsimile or other written or electronic mail message at least three working days prior to the meeting.*

#### **15. Committee Support for the Co-Governance Committee**

1.0..... 齡 語

*The Waikato Regional Council will provide administrative/secretariat support to the Co-governance Committee. This includes agenda preparation, minute taking, advertising, action sheets and any other necessary functions to assist the Co-governance Committee.*

#### **16. Communication**

a. *Communications with the media and the wider public will be in accordance with an agreed communications protocol in the Joint Management Agreement.*

---

**CO-GOVERNANCE COMMITTEE STANDING ORDERS**  
**BETWEEN**  
**WAIKATO RAUPATU RIVER TRUST AND WAIKATO REGIONAL COUNCIL**

---

## **Standing Orders**

**Purpose:** *To provide a specific meeting protocol and structure that will jointly provide for the differing statutory reporting and information needs of an Incorporated Society (the Trust) and a public body (the Council). The Standing Orders give clarity as to what is expected of the members within the meeting, and the protocols governing the recording of minutes, release of information subsequently and any reporting on it to the respective 123rganization123.*

### **Reasons for preparing an interim set of Standing Orders:**

*The Standing Orders governing meetings of the Waikato Regional Council, including joint meetings under the Local Government Act 2002, are not relevant in these circumstances. The Waikato Tainui Raupatu Claims (Waikato River) Settlement Act 2010 (the Act) provides for the exemption of Schedule 7 of the Local Government Act 2002 when carrying out the duties and functions under the Joint Management Agreement and when exercising powers under sections 45, 46, 47, 48 and 49 of the Act. The Co-Governance Committee wishes to continue this exemption and have therefore developed and agreed on a unique set of Standing Orders.*

*The Waikato Raupatu River Trust acknowledges that the Waikato Regional Council has responsibilities under the Local Government Official Information and Meetings Act 1987.*

*It is to be noted that the Co-Governance Committee does not make binding directives and its notices of motion are recommendations only to the two 123rganization123.*

**Interpretation and definitions**

**Appointments** to the Co-Governance Committee are made in accordance with the legislation governing each of the 124rganization124.

**Chairperson** refers to the Chair of the meeting as confirmed at each meeting. Chairing duties within each meeting are considered interchangeable depending on the type of agenda and the collective wish of the members. The host Chairperson will initially convene the meeting, however may relinquish the Chair for all or part of the substantive meeting. Meetings may be jointly chaired.

**Co-chairperson** refers to the member selected by each party to represent their 124rganization as leader of the delegation to the Co-Governance Committee, and able to act as Chairperson depending on the venue of the meeting.

**Committee support** means the staff support provided from either or both 124rganization124 and can include observers as well as those who directly support the Joint Meetings through such services as secretarial works, recording of minutes and preparing agendas and meeting reports.

**Deputy Chairperson** refers to the member selected by each 124rganization; who would stand in for the Co-Chairperson in the event of the Co-Chairperson not being available.

**Excluded** means those parts of a meeting, or records of those parts, that are agreed by the meetings, or the Co-Chairpersons (jointly, before or after the meeting) to be excluded from public view, either permanently or temporarily. Exclusion is to occur for one or more of the following reasons that reflect the needs of both 124rganization124. See also 'public excluded':

- (y) particular information is considered by the Co-Governance Committee or the Co-Chairpersons to be commercially sensitive or its release prior to a specified date would unduly affect the viability of a venture;
- (z) the release of the information or discussion in a public forum would affect the privacy of a person;
- (aa) the release of information or public viewing would likely affect 'legal privilege' and/or, potentially the quality of present or future advice received from a legal practitioner;
- (bb) the release of information or public viewing could constrain the ability of supporting staff, observers and Co-Governance Committee members to freely discuss an issue or make a recommendation on an agenda item;
- (cc) particular information is considered to be culturally sensitive in that it relates to sensitive aspects of mātauranga Māori; and/or
- (dd) release of a draft document and/or public viewing of a discussion or record of a discussion are considered to be premature at that stage, and 124rganization or adoption or recommendation by the Committee or the Co-Chairpersons (jointly) is still considered necessary before it is considered fit for wider release.

**Member** is a person appointed to the Co-Governance Committee by either the Trust or the Waikato Regional Council.

**Membership** is to be made up of an equal number of members appointed by each 125rganization. The members are members of the Trust and the Council respectively.

**Minutes** means the record of the meeting separately or jointly prepared by the 125rganization125 forming the Co-Governance Committee. The minutes are then provided to the both the Trust and the Council for confirmation. The minutes will be made available to the public with the exception of public excluded items.

**Observers** are those persons who in the opinion of the Co-Governance Committee may or should attend because they have an ex officio reason to attend because of their position; eg, Councillors, Members of Kauhanganui O Waikato Inc, or those that in the opinion of the Co-Governance Committee may potentially contribute to discussion of one or more agenda items. Observers, at the discretion of the Co-Chairpersons may be permitted to speak, however they do not have voting rights and are not part of the Co-Governance Committee.

**Quorum** is made up of a co-chairperson or deputy from each 125rganization, and no less than two other appointed members from each 125rganization.

**Quotations** from legislation in reports and minutes are to be shown in quotation marks and referenced (when preparing minutes for ratification by the Chairs and/or public release this can occur following the meetings).

**Voting members** include only those members appointed to the Co-Governance Committee by the Trust and the Council and present at the meeting.

**Voting on a motion or recommendation** requires a majority of members unless otherwise stated in these Standing Orders.

**Workshop** is an informal meeting convened to present, gather and assesses information. Any recommendations from a workshop will require consideration and/or approval by the Co-Governance Committee. Standing Orders do not apply at workshops.

## **2.0 Application of Standing Orders**

These Standing Orders shall apply to all meetings of the Co-Governance Committee. These Standing Orders shall also apply, so far as applicable, to publicly excluded sessions.

### 1.0.....齡 **Committee**

The committee is a Co-Governance Committee an equal number of members appointed from both the Trust and the Council.

### 1.0.....齡 **Membership**

The membership ongoing shall consist of **four** representatives from each 125rganization.

### 1.0.....齡 **Suspension of Standing Orders**

The Co-Governance Committee may temporarily suspend the Standing Orders on a vote of at least 75% of the members present and voting.

### 1.0.....齡 **Alteration of Standing Orders**

*After the adoption of the first Standing Orders the Co-Governance Committee may adopt, amend or alter Standing Orders on a vote of at least 75% of the members present and voting.*

## **7.0 Co-Chairs to preside at meetings**

*Either of the Co-Chairpersons may preside at a meeting and they may be regarded as interchangeable throughout the meeting, although the presumption is that the host Co-Chairperson will initially convene the meeting.*

## **8.0 Appointment of Deputy Co-Chairpersons**

*Each organization may appoint Deputy Co-Chairs to preside if their Co-Chairperson cannot preside for any reason. If neither a convening (host) Co-Chair or their Deputy the other Co-Chair may preside unless the host members elect one of their number to act in their stead.*

## **9.0 The Agenda**

*The Committee shall adopt an agenda, which shall normally apply at meetings. The business shall be considered in the order it appears on the agenda, unless the meeting determines otherwise.*

1.0..... 齡 語

### **Media**

*As a general principle media are allowed to be present during the public open sections of a Co-Governance Committee meeting.*

## **11.0 Workshops**

*Standing Orders will not apply at workshops. Recommendations from workshops in the first instance shall be considered and or approved at the following Co-Governance Committee*

## **12.0 Business at meetings**

*Only business on the agenda shall be transacted at any meeting unless the Chairperson determines any business to be extraordinary or urgent. This shall be ratified by a majority of the members.*

## **13.0 Time limit at meetings**

*Unless pursuant to a motion to extend the meeting no meeting shall sit beyond 6hours at a time (although meetings may be adjourned and reconvened), or extend later than 10pm. Any business on the agenda not dealt with shall be listed for attention at the next meeting.*

## **14.0 Apologies and leave of absence**

*The Chairperson may receive apologies at the beginning of the meeting and grant leave of absence to any member upon application by the member. Apologies, any leave of absence as well as the arrival and departure times of members shall be recorded in the minutes.*

## **15.0 Minutes of proceedings**

*The Co-Governance Committee shall cause minutes of all its proceedings to be kept and the minutes of proceedings to be duly entered and authenticated by the Co-Chairpersons or their nominee(s). And shall be prima facie evidence of proceedings. Only the minute secretary shall make a digital recording of the discussion at the Co-Governance Committee meetings, unless permission has been given by the Co-Chairpersons.*

## **16.0 Deputations received by the Co-Governance Committee**

- m) Deputations may be presented to the Co-Governance Committee providing that an outline of the presentation has been received and approved by the Co-Chairs before the meeting.*
- n) The Co-chairpersons may request a delay or changes to be made to the presentation to avoid repetition, nuisance, or to answer specific questions. The Co-Chairpersons may also agree to give the presentation priority on the agenda.*
- o) The Co-Chairpersons or the meeting Chairperson may restrict the numbers of those speaking to a presentation. Unless otherwise determined by the meeting all speakers shall be limited to the times provided for in an agenda.*

## **17.0 Petitions**

- a) Every petition presented shall comprise no more than 500 words and shall not include malicious or disrespectful statements.*
- b) Members who present a petition on behalf of the petitioners shall confine themselves to reading the petition and the statement of parties from which it originated, and the number of signatures.*
- c) Unless determined otherwise by the meeting all speakers shall be limited to either the times provided for in the agenda or 5 minutes each.*

## **18.0 Procedural motions (1)**

*Any member who has not spoken may move a procedural motion to terminate or adjourn debate. These motions may include the following:*

- y) That the meeting be adjourned to the next meeting, unless an alternative time and place is set; or*
- z) That the item of business being discussed be adjourned to a time and place to be stated; or*
- aa) That the motion under debate be now put (a closure motion); or*
- bb) That the meeting proceed to the next item of business and suspend the item until the end of the other business; or*
- cc) That the item of business being discussed does lie on the table and not be further discussed at the meeting; or*
- dd) That the item of business be referred back to each 128rganization, a committee, or a joint working party for further work and/or discussion.*



## **19.0 Procedural motions (2)**

- u) Procedural motions to terminate or adjourn debate take precedence over all other motions, other than points of order, and shall if seconded, be subject to an immediate vote.*
- v) All procedural motions shall be determined by a majority of those present and voting.*
- w) If lost, another procedural motion to terminate or adjourn may not be moved within 45 minutes of the lost motion.*
- x) Notwithstanding the statement in 20©, a motion to terminate or adjourn may be made at any time if no further speakers to the debate.*
- y) When an amendment to a motion is under debate, a closure motion relates to the amendment and to the motion. If a closure motion is carried, the mover of the motion then under debate is entitled to a right of reply and then the motion or amendment under debate shall be put.*

## **20.0 Returning to adjourned items**

- q) The debate on the adjourned items of business shall be resumed with the mover of such adjournment being entitled to speak first in the resumed debate.*
- r) Adjourned items shall be given higher priority in the next meeting, providing they are positioned to fit alongside related topics.*
- s) Remaining business still to be transacted shall be postponed to the next meeting when a motion to adjourn a meeting as a whole is carried.*
- t) Any item referred back or to a working party, committee or for further work shall be considered at the next Joint Meeting.*

## **21.0 The right of a Chairperson to direct**

*The Chairperson presiding over the meeting may refuse a notice of motion, or direct that it be amended and re-put if it contains:*

- m) Disrespectful or offensive language or statements considered to be frivolous and vexatious; or*
- n) Is beyond the powers and scope of the Co-Governance Committee, and unrelated to the topics being dealt with; or*
- o) Contains ambiguity, or a statement of opinion that by its phrasing cannot be part of a motion or effective resolution or recommendation.*

## **22.0 Repeating procedural motions**

- i) When a subject has been canvassed and a motion is not carried a repeat motion moved at the next meeting will require the vote of a majority of members present and voting to be placed on the agenda.*
- j) Unless determined by the meeting as a whole, when a notice of motion has been approved by the Co-Governance committee, and in the opinion of the Co-Chairpersons, a further motion is presented to the same or similar effect, that second motion shall not be put.*

## **23.0 Procedure for moving, seconding and proposing a motion for debate**

- aaa) All motions shall have a mover and a seconder.*
- bbb) Once moved and seconded and proposed by the Chairperson for debate they cannot be withdrawn without the consent of a majority of members.*
- ccc) A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is first withdrawn or lost.*
- ddd) When a motion has been seconded and proposed by the Chairperson for discussion, an amendment may be moved and seconded by any member who has not yet spoken. All members may however speak to amendments moved and seconded by other members.*
- eee) A presiding Chairperson may require the mover of a motion or amendment to submit it in writing.*
- fff) Amendments that are proposed but not seconded shall not be placed in the minutes.*
- ggg) No further amendments shall be proposed until any earlier amendment is disposed of; although members may give notice to the presiding Chairperson they intend to do so.*
- hhh) If an amendment is lost another amendment may then be proposed by any member who has previously spoken to the motion.*
- iii) When an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers and seconders in the debate, may then propose a further amendment.*
- jjj) Unless determined by a majority vote of those voting and present a proposed amendment must be relevant to the motion under discussion and not be similar in effect to an amendment that was previously lost, unless determined*

kkk) *No amendment is allowed, which if carried, would negate the substantive motion.*

lll) *The presiding Chairperson may, immediately prior to a vote request that the motion in question be restated.*

mmm) *Once the presiding Chairperson has put the motion to a vote no member can then speak to the motion.*

#### **24.0 Revoking or altering a motion**

q) *All or part of a resolution or recommendation that has been passed at a meeting, may be revoked or altered as follows –*

(xvii) *the notice of motion shall be written out and supplied to the Committee support staff and shall set out;*

(xviii) *the part of the resolution or recommendation proposed to be revoked;*

(xix) *the meeting date when it was passed;*

(xx) *the wording of any substitute motion (if any).*

r) *If, during the course of the meeting, fresh facts or information are received concerning a matter already subject to a resolution or recommendation, the resolution or recommendation may be revoked or altered by the consent of at least a 75% vote of those members present and voting.*

s) *On a recommendation contained in a report by a Co-Chairperson or deputy, or the report of any working group, committee or delegated group, the members may revoke all or part of any previous resolution or recommendation, provided that written notification of such recommendation shall have been given to the Co-Chairpersons or their deputies and the members within the appropriate notice period.*

t) *With respect to © above the appropriate notice period is no less than 2 working days prior to the meeting.*

#### **25.0 Rules of debate**

cc) *A member may second a motion or amendment without speaking to it, reserving the right to speak later in any debate.*

dd) *In speaking to any motion or amendment, members shall confine their remarks strictly to the motion or amendment and as far as is feasible not be repetitious.*

ee) *If three speakers have spoken in support of a motion or amendment, the presiding Chairperson may call for a speaker to the contrary. If no such speaker is forthcoming the Chairperson may then call for the motion or amendment to be put.*

- ff) Speakers shall indicate whether they are in support or opposition or neutral in respect of the motion or amendment.*
  
- gg) Where any member objects to a statement they may request the presiding Chairperson to record their opposition to the statement(s) in the minutes, providing the objection is made immediately following the speaker whose words gave rise to the objection and not after others have spoken.*
  
- hh) Members may not read speeches, except with the permission of the presiding Chairperson, but may use notes or visual aids if these are relevant and considered to improve the debate.*
  
- ii) In speaking in debate no member may cast aspersions on a motion that has been passed except by a notice of motion to amend or revoke the resolution or recommendation – see Section 29 of these Standing Orders.*

#### **26.0 Debate time limits**

- m) The following time limits shall apply unless extended by determination of the members present and voting:
  - (xiii) Movers of motions when speaking to the motion – 10 minutes*
  - (xiv) Movers of motions, when exercising their right of reply – 5 minutes*
  - (xv) Other members – 5 minutes**
  
- n) Subject to any right of reply, a speaker may not speak more than once to a motion.*
  
- o) Members may request the presiding Chairperson to restate the motion for their information at any time during the debate.*

## **27.0 Right of Reply**

- q) *The mover of an original motion shall have right of reply. After the mover has commenced such a reply, or has initiated the wish to forgo this right, or having spoken to an amendment to the motion no other speaker shall speak on the motion.*
- r) *Movers in reply shall not introduce any new matters for debate.*
- s) *Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion.*
- t) *If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply shall exhaust the right of reply. The mover may however, take part in the discussion of any subsequent amendments.*

## **28.0 Members right to speak**

- m) *Members may speak to any matter, motion, amendment, or upon a point of order arising out of debate.*
- n) *Notwithstanding the right of reply members may make a personal explanation with the permission of the presiding Chairperson, but such matters may not be debated.*
- o) *With the permission of the presiding Chairperson, an explanation, of some material part of the previous speech, may be given by a member who has already spoken, but a new matter may not be introduced.*

## **29.0 Conduct of meetings and Points of Order**

- gg) *Any member may rise to speak to a point of order upon any purported breach of these Standing Orders and the member previously speaking shall be seated and stop speaking.*
- hh) *The member raising the point of order shall concisely state the subject matter of the point of order.*
- ii) *No point of order shall be raised except with the permission of the presiding Chairperson.*
- jj) *Where two or more members rise to speak, the presiding Chairperson shall decide on their speaking order of priority.*
- kk) *Providing that a person raising the point of order to terminate or adjourn the debate; or raising a point of order that includes a request for a time extension for the previous speaker; or make a point of explanation; shall have precedence.*
- ll) *The following are recognized as subjects for points of order:*

- (xxix) *Discussion of a question not on the floor; or*
  - (xxx) *Use of offensive or malicious language; or*
  - (xxxi) *The breach of any Standing Order; or*
  - (xxxii) *Apparent or actual misrepresentation by members of the Co-Governance Committee; or*
  - (xxxiii) *Factual corrections of reports and other written and verbal material concerning agenda items;*
  - (xxxiv) *Objection to the wording in minutes or agendas*
  - (xxxv) *A request to record reservations as to the above in the minutes*
- mm) *The presiding Chairperson shall decide on Points of Order after providing reasonable opportunity for members to speak to the Point of Order, providing the comment is not considered repetitious, frivolous or vexatious.*
- nn) *When the presiding Chairperson rises during a debate any member speaking or offering to speak shall be seated and members silent to allow the Chairperson to speak.*

### **30.0 Questions to the Presiding Chairperson**

- y) *Any member may put a question to the presiding Chairperson to be discussed at the meeting, or through the Chairperson to any officer of either 134rganization concerning any matter relevant to the agenda item.*
  - z) *Where feasible the question should be asked of the presiding Chairperson or the supporting staff prior to the meeting.*
- aa) *If the information is not provided at the next meeting, or where information was requested prior and is not satisfactory or requires clarifying then the member may raise the matter by way of a further question in the meeting, provided that the presiding Chairperson can refer that question to the appropriate officer supporting the meetings.*
- bb) *Where appropriate such questions shall be in writing and handed to the presiding Chairperson prior to the commencement of the meeting or form part of the briefing material attached to the agenda.*
- cc) *If the answer to the meeting cannot be given at the meeting it shall, at the discretion of the presiding Chairperson, be placed on the agenda of the next meeting or be supplied to members as a written briefing report.*
- dd) *Questions and answers shall be provided as concisely as possible in the circumstances and technical material provided as an appendix or referred to in the reply to allow the member or members to request it if they consider it to be important.*

### **31.0 Questions to officers during debate**

- i) *In the course of debate, any member may, at the presiding Chairpersons discretion, ask any question of the relevant officer on any matter under debate.*

*j) Such questions shall be directed through the presiding Chairperson.*

# Healthy Rivers – Wai Ora Committee

## Terms of Reference

**REPORTING TO:** Waikato Regional Council (Council)

**CONSTITUTION:** Equal numbers of:

- (i) Five (5) elected members of Council [being Crs AD Livingston [Co-Chair], TM Stark, ST Kneebone, TS Mahuta, LA Livingston].

*That Chairperson Southgate's delegation to act as an alternate for WRC members be acknowledged.*

*[pt Rec No. HR13/37 dated 16/12/2013; WRC14/34.1 dated 27/2/2014.*

- (ii) One (1) Trustee from each:
  - One (1) Trustee from the Te Arawa River Iwi Trust
  - One (1) Trustee from the Tuwharetoa Maori Trust Board
  - One (1) Trustee from the Raukawa Charitable Trust
  - One (1) Trustee from the Maniapoto Maori Trust Board and
  - One (1) Trustee from the Waikato Raupatu River Trust.

*That the Terms of Reference be amended to provide each Iwi with the discretion to appoint one (1) alternate member on the Healthy Rivers Wai Ora Committee, name and contact details to be advised to the WRC upon appointment.*

*[pt Rec No. HR13/37 dated 16/12/2013, WRC14/34.1 dated 27 February 2014].*

*THAT Clause (ii) of the Terms of Reference for the Healthy Rivers Wai Ora Committee, in respect to the appointment of alternates by River Iwi partners, be amended to explicitly state that Iwi alternates must be trustees on the River Iwi Partner entity. [Rec No. HR 15/54 dated 4/12/2015, WRC15/446 dated 15 December 2015]*

- (iii) The Committee will be co-chaired by an elected member from Council [Cr AD Livingston] and a Trustee from one of the respective Iwi Trustees (parties to the legislation). The confirmed co-chairs will be constant and unchanging.



- (iv) *THAT the Healthy Rivers Wai Ora Committee nominate an iwi trustee and a council committee member [Cr ST Kneebone] as deputy co-chairs, and THAT the amended Healthy Rivers Wai Ora Committee Terms of Reference be endorsed and recommended to council for adoption. [pt Rec No. HR14/16 dated 17/12/2014, WRC15/99 dated 26 February 2015].*

**QUORUM** Three (3) elected members of Council and three (3) Iwi Trustees.

**MEETING FREQUENCY:** Quarterly or as required.

**PURPOSE:** To fulfil the requirements of Section 46(2)(c) of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, Section 48(2)(c) of the Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010, Section 22(2)(c) of the Nga Wai o Maniapoto (Waipa River) Act 2012 by jointly deciding on the final recommendation to the Waikato Regional Council on the content of the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai (Appendix 2).

**CONTEXT:**

As a Committee all parties agree and acknowledge that for co-management to be effective there needs to be a shared respect and understanding for each party's relationship to the Waikato and Waipa Rivers and their catchments.

This Committee provides a co-governance arrangement by which the Council and the five Iwi implement Section 46 of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, Section 48 of the Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010, Section 22 of the Nga Wai o Maniapoto (Waipa River) Act 2012.

**SCOPE OF ACTIVITY**

Promote the principles of co-management and provide guidance on the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai to give effect to the Vision and Strategy in relation to managing the adverse effects of discharges on the health and wellbeing of the Waikato and Waipa Rivers.

**17. Specific Responsibilities**

To oversee the development process of the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai which includes:

- Provides oversight and amendments thereto.
- Receipt of technical reports.
- Receipt of recommendations and information from the Collaborative Stakeholder Group.

- Receipt of recommendations and information from the Joint Steering Group – Te Rōpū Hautū concluding with a recommendation of the final draft Plan Change to Council for notification.
- Review any provisions which Council may refer back to the Committee for further consideration.
- Report progress and the recommendation to fulfil Section 46(2)(c) of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, Section 48(2)(c) of the Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010, Section 22(2)(c) of the Nga Wai o Maniapoto (Waipa River) Act 2012 to Council.
- An agreed process by which the five Iwi will participate in making decisions on the notified Plan Change.

#### **18. Power to Act**

- Call meetings as required.
- Receive reports as required.
- Discuss and jointly decide and recommend to Council.

#### **19. Process for approving recommendations on the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai project**

1. The Committee will provide recommendations on the project to the Regional Council for approval.
2. The Council may, after considering the Committee's recommendations decide –
  - (a) To approve the recommendations without modification; or
  - (b) To refer the recommendations back to the Committee with a request that the Committee reconsider one or more aspects of their recommendations.
3. If the Council refers the recommendations back to the Committee, this Committee may, after reconsidering the aspects referred back to it by the Council in its request, forward to the Council either or both of the following:
  - (a) Amended recommendations,
  - (b) Any additional information that has been requested by the Council or that the Committee considers will help the council with its decision.
4. If the Council receives amended recommendations, or additional information to support the Committee's recommendations, it will:
  - (a) Approve the amended recommendations, or
  - (b) Convene a meeting comprising full Council and Committee participants to seek resolution of differences.
5. Should Councillors and Iwi members of full Council and the Committee fail to achieve resolution of issues, the Council may dissolve the Committee and all parties may invoke the dispute resolution procedures that prevail in the joint management agreements that each Iwi holds individually with the Council.

This process will also apply to the approval of the final draft Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai Plan for notification.

#### **20. Meetings of the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai Committee**

- The meetings are to be hosted by the Council and the five Iwi on an alternating basis to be decided at each meeting.
- Members will receive an agenda for each meeting at least 10 working days prior to the meeting.

## **21. Principles for reaching resolutions**

- The parties agree to address the resolution of issues between them in a constructive, co-operative, and timely manner consistent with the principles outlined in their respective legislation.
- All parties agree that any decision made at a meeting will be made with the highest level of good faith and by way of consensus decision-making.

## **22. Resourcing**

- The Council and the Trust participants will each bear its own costs of participation.
- Council will provide the Secretariat for the meetings.

## **23. Communication**

Communications with the media and the wider public will be in accordance with an agreed communications protocol to be approved by the Committee.

## **24. Meeting procedures**

In accordance with the New Zealand Standard Model Standing Orders (NZS9202:2003 incorporating Amendment No.1).

## **25. Review of the Committee**

A review of the Committee's terms of reference will be undertaken when the regional plan is notified or at the triennium, whichever comes first.

**Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010****46 Preparation, review, change, or variation of Resource Management Act 1991 planning document**

- (1) This section applies to preparing, reviewing, changing, or varying a [Resource Management Act 1991](#) planning document to the extent to which those processes relate to the vision and strategy.
- (2) The part of the joint management agreement on preparing, reviewing, changing, or varying a [Resource Management Act 1991](#) planning document must provide—
  - (a) that, before the preparation, review, change, or variation commences, the local authority and the Trust must convene a joint working party to discuss and recommend to the local authority—
    - (i) the process to be adopted for the preparation, review, change, or variation; and
    - (ii) the general form and content of any document to be drafted for the purposes of consultation or notification under [clause 5](#) of Schedule 1 of the Resource Management Act 1991:
  - (b) that the local authority and the Trust must decide jointly on the final recommendation to the local authority on whether to commence a review of, and whether to make an amendment to, a [Resource Management Act 1991](#) planning document:
  - (c) that the local authority and the Trust must decide jointly on the final recommendation to a local authority on the content of a [Resource Management Act 1991](#) planning document to be notified under [clause 5](#) of Schedule 1 of the Resource Management Act 1991:
  - (d) that the local authority and the Trust must discuss the potential for the Trust to participate in making decisions on a [Resource Management Act 1991](#) planning document under [clause 10](#) of Schedule 1 of the Resource Management Act 1991.
- (3) The part of the joint management agreement on preparing, reviewing, changing, or varying a [Resource Management Act 1991](#) planning document must also provide a mechanism for the Trust to participate in processes under [Part 2](#) of Schedule 1 of the Resource Management Act 1991.
- (4) The local authority and the Trust each bears its own costs of complying with this section.
- (5) [Schedule 7](#) of the Local Government Act 2002 does not apply to the local authority and the Trust when, under the joint management agreement, they carry out the duties and functions or exercise the powers described in this section.

## Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010

### 48 Preparation, review, change, or variation of Resource Management Act 1991 planning document

- (1) This section applies to preparing, reviewing, changing, or varying a [Resource Management Act 1991](#) planning document to the extent to which those processes relate to the vision and strategy.
- (2) The part of the joint management agreement on preparing, reviewing, changing, or varying a [Resource Management Act 1991](#) planning document must provide—
  - (a) that, before the preparation, review, change, or variation commences, the local authority and the Trust must convene a joint working party to discuss and recommend to the local authority—
    - (i) the process to be adopted for the preparation, review, change, or variation; and
    - (ii) the general form and content of any document to be drafted for the purposes of consultation or notification under [clause 5](#) of Schedule 1 of the Resource Management Act 1991:
  - (b) that the local authority and the Trust must decide jointly on the final recommendation to the local authority on whether to commence a review of, and whether to make an amendment to, a [Resource Management Act 1991](#) planning document:
  - (c) that the local authority and the Trust must decide jointly on the final recommendation to a local authority on the content of a [Resource Management Act 1991](#) planning document to be notified under [clause 5](#) of Schedule 1 of the Resource Management Act 1991:
  - (d) that the local authority and the Trust must discuss the potential for the Trust to participate in making decisions on a [Resource Management Act 1991](#) planning document under [clause 10](#) of Schedule 1 of the Resource Management Act 1991.
- (3) The part of the joint management agreement on preparing, reviewing, changing, or varying a [Resource Management Act 1991](#) planning document must also provide a mechanism for the Trust to participate in processes under Part 2 of [Schedule 1](#) of the Resource Management Act 1991.
- (4) The local authority and the Trust each bears its own costs of complying with this section.
- (5) [Schedule 7](#) of the Local Government Act 2002 does not apply to the local authority and the Trust when, under the joint management agreement, they carry out the duties and functions or exercise the powers described in this section.

## Nga Wai o Maniapoto (Waipa River) Act 2012

### 22 Preparation, review, change, or variation of Resource Management Act 1991 planning document

- (1) This section applies to preparing, reviewing, changing, or varying a Resource Management Act 1991 planning document to the extent to which those processes relate to the vision and strategy.
- (2) The part of the joint management agreement on preparing, reviewing, changing, or varying a Resource Management Act 1991 planning document must provide—
  - (a) that, before the preparation, review, change, or variation commences, the local authority and the Trust must convene a joint working party to discuss and recommend to the local authority—
    - (i) the process to be adopted for the preparation, review, change, or variation; and
    - (ii) the general form and content of any document to be drafted for the purposes of consultation or notification under [clause 5 of Schedule 1](#) of the Resource Management Act 1991:
  - (b) that the local authority and the Trust must decide jointly on the final recommendation to the local authority on whether to commence a review of, and whether to make an amendment to, a Resource Management Act 1991 planning document:
  - (c) that the local authority and the Trust must decide jointly on the final recommendation to a local authority on the content of a Resource Management Act 1991 planning document to be notified under [clause 5 of Schedule 1](#) of the Resource Management Act 1991:
  - (d) that the local authority and the Trust must discuss the potential for the Trust to participate in making decisions on a Resource Management Act 1991 planning document under [clause 10](#) of Schedule 1 of the Resource Management Act 1991.
- (3) The part of the joint management agreement on preparing, reviewing, changing, or varying a Resource Management Act 1991 planning document must also provide a mechanism for the Trust to participate in processes under [Part 2 of Schedule 1](#) of the Resource Management Act 1991.
- (4) The local authority and the Trust each bears its own costs of complying with this section.
- (5) [Schedule 7](#) of the Local Government Act 2002 does not apply to the local authority and the Trust when, under the joint management agreement, they carry out the duties and functions or exercise the powers described in this section.

<b>Constitution/Membership</b>		
<b>Healthy Rivers Wai Ora Committee</b>		
	<b>No. of members</b>	<b>Name/s</b>
Waikato Regional Council	5	Cr Alan Livingston (Co-Chair) Cr Stu Kneebone (Deputy Co-Chair) Cr Tipa Mahuta Cr Theresa Stark Cr Lois Livingston Cr Paula Southgate (ex-officio only if WRC does not have a quorum of 3).
Maniapoto Maori Trust Board	1	<del>Glennie Tapara-Ray</del> Wi
Raukawa Charitable Trust	1	Kataraina Hodge ( <del>Deputy</del> Co-Chair)
Te Arawa River Iwi Trust	1	Roger Pikia ( <del>Co-Chair</del> )
Tuwharetoa Maori Trust Board	1	Maria Nepia (Deputy Co-Chair)
Waikato Raupatu Trust	1	Marae Tukere

Membership updated following HRWO meeting 14 August 2015 – Changes made 25 August 2015.

# CE Employment and Remuneration Committee [CEERC]

<b>REPORTING TO:</b>	Council
<b>CONSTITUTION:</b>	Council Chairperson [Committee Chair], plus Four Councillors (to be appointed by Council)
<b>MEETING FREQUENCY:</b>	As required
<b>OBJECTIVE:</b>	<p>To act for and advise Council on matters pertaining to the employment of the Council's Chief Executive [CE], senior staff succession, strategic HR policy and statutory compliance.</p> <p>That Council meet and agree on matters listed in these terms of reference prior to the CEERC carrying out the delegations listed.</p>

## **SCOPE OF ACTIVITY:**

The CEERC is delegated authority (and where stated power to act) to:

- CE's Annual Performance Agreement:  
Develop, in consultation with the CE, and **recommend to Council** no later than June each year an annual Performance Agreement for the CE for the upcoming financial year. This Agreement is to include; key result areas (and weightings), performance targets/KPIs and associated methods of measurement and processes of judgement.
- CE Development:  
Establish, as part of the annual Performance Agreement, an annual development plan for the CE to address any training, learning and development needs or opportunities which will enhance the CE's capability and performance.
- Performance Agreement Changes:  
Negotiate, **subject to Council's final approval**, any amendments, additions or alterations to the CE's Annual Performance Agreement which may be required during the term of that agreement.
- CE Performance Reviews:  
Develop, in accordance with the processes agreed by Council, and **recommend to Council** a formal mid-year and end of year review of the CE's performance. In doing so CEERC will meet with the CE as necessary, receive his self-assessment and in accordance with its process, make such enquiries and investigations as it considers are reasonably required to evaluate the performance of the CE.
- CE Remuneration Reviews:  
Review and **recommend to Council** appropriate amendments or adjustments of the remuneration and terms and conditions of employment of the CE arising from the end of year review. Negotiate with the CE as required to complete this review.



6. CE Terms and Conditions and Employment:  
Negotiate with the CE, on behalf of Council, any amendments or adjustments to the terms and conditions of employment and the remuneration of the CE as may be required outside of the annual review described in 5 above including changes to the CE's job description.
7. Tier 2 Managers:  
Receive, consider and inform Council on any advice from the CE concerning the appointment and/or termination of any staff within the second tier senior executives.
8. CE Employment Matters:  
Consider and advise Council on all matters relevant to the employment of the Council's CE. **Recommend to Council**, should this become necessary, a selection and appointment process for the role of CE.
9. Strategic HR Policies:  
Receive and consider from the CE, reports on the implementation and management of the personnel policy as defined in section 36(2) of Schedule 7 of the Local Government Act 2002.
10. Succession Planning:  
Ensure, by annual review with the CE, that appropriate succession planning is in place for the CE and for the CE to report on succession planning practices in place for direct reports to the CE.
11. Staff Remuneration – General Movement:  
~~Have the opportunity for input into the annual performance review by the CE of the performance of members of the Tier 2 managers. [CEER14/08 17/6/14]~~  
*Consult with the CE annually on the proposed annual salary review general movement.*
12. Tier 2 Performance:  
~~Have the opportunity for input into the annual performance review by the CE of the performance of members of the Tier 2 managers. [CEER14/08 17/6/14]~~  
*Provide opportunity for Councillors to feedback into the annual performance review of Tier 2 Managers.*
13. Local Government Act 2002 Amendment Act 2012:  
Consider and advise Council on relevant matters pursuant to the Local Government Act 2002 Amendment Act 2012.
14. Advice:  
May, as it sees fit, retain independent advice and assistance in the performance of its responsibilities.

# Environmental Performance Committee

<b>REPORTING TO:</b>	Council
<b>CONSTITUTION:</b>	Five (5) Councillors Chairperson and Deputy Chairperson (ex-officio with full voting rights)
<b>MEETING FREQUENCY:</b>	Quarterly or as required
<b>OBJECTIVE:</b>	To monitor and report on the effectiveness of and compliance with council's resource management responsibilities.  To be informed about emerging and significant environmental issues, monitor performance trends, and to review policy in relation to the emerging issues and trends.

## **SCOPE OF ACTIVITY:**

15. To monitor:
  - (i) The effectiveness of council's policy implementation activities; and navigation safety by-law responses, and Building Act responsibilities
  - (ii) The regulatory performance of permitted activities, resource consents and bylaw rules including compliance and enforcement;
  - (iii) the performance and effectiveness of council's community extension activities including environmental education, Enviro Schools, care groups, natural heritage partnership projects and air quality incentive programmes;
  - (iv) State of the Environment monitoring.
16. To consider emerging environmental issues relating to environmental and regulatory monitoring and performance matters and provide advice on the implications for effective resource management within the region.
17. To receive information on the state of the environment monitoring trends and to direct the use of this information to inform policy review.
18. To monitor the implementation of the Regional Policy Statement (RPS) undertaken by implementation partners and to receive reports on the achievement of RPS objectives.
19. To monitor the implementation of the Regional Plan and Regional Coastal Plan.

## **POWER TO ACT (Section A business)**

1. To receive regular monitoring reports and presentations on the matters set out in the Scope of Activity.

## **POWER TO RECOMMEND TO COUNCIL (Section B business)**

1. To provide recommendations for council action in respect of emerging environmental issues.
2. To provide recommendations on any changes required to improve the effectiveness of council's planning and regulatory tools, activities and suasive programmes.
3. To recommend the appropriate response/course of action in respect of policy effectiveness reports and monitoring outcomes.

# Finance Committee

- REPORTING TO:** Council
- CONSTITUTION\*:** Five Councillors, and  
Chairperson and Deputy Chairperson (ex-officio  
with full voting rights)
- \*assuming the LTP and AP are considered by the  
whole of council
- MEETING FREQUENCY:** Five times per year (to align with key financial  
reporting periods) or as required
- OBJECTIVE:** To monitor Council's financial and non financial  
activities against its LTP and Annual Plan.
- To monitor the performance of Council's  
Investment Fund against the Statement of  
Investment Policy and Objectives and compliance  
with the Treasury Policy.
- SCOPE OF ACTIVITY:**
1. To develop, implement and review Council's funding and financial policies.
  2. To review Council's financial and non financial performance and make  
recommendations to Council on any forecast variances against the Annual Plan.
  3. To consider and review any changes to Council's Long Term Plan and Annual Plans  
recommended by Standing Committees, for adoption by Council and ensure  
compliance with relevant legislation (Act and regulations).
  4. To consider significant matters with respect to corporate and financial  
policies/procedures and make recommendations to council.
  5. To consider and make recommendations on delegation of authority to the Chief  
Executive and/or staff.
  6. To consider changes to fees and charges for recommendation to Council
  7. To consider iwi perspectives inclusive of co-management activities and supporting  
co-management agreements relevant to matters within the scope of this Committee.

8. To review Council's Statement of Investment Policy and Objectives (at least every three years) and to make recommendations to Council on any changes.
9. To monitor the performance of Council's Investment Fund and to make recommendations to Council on any changes to the Portfolio construction and management appointees after consideration of advice and recommendations from Council's investment advisor.
10. To monitor performance of the Treasury management function.
11. To approve the Statements of Intents and to monitor the performance of all Council Controlled Organisations and Council Organisations in which Council has a significant financial involvement<sup>1</sup>
12. To report annually (as soon as possible after 30 June) details of remuneration and reimbursement of expenses paid to each individual councillor
13. To consider quarterly (for information only) a schedule of contracts/tenders let by the Tenders Board.
14. To consider and make recommendations on determinations approved by the Remuneration Authority in respect of Elected Members remuneration and reimbursement of expenses

#### **POWER TO ACT (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL)**

- 1 To write-off outstanding debtor (including rates) accounts where necessary.
- 1 To provide financial parameters as input to the preparation of Council's Long Term Plan and Annual Plans by Standing Committees.
- 1 To approve changes to corporate support and financial policies apart from matters that affect or alter Council's Annual or Long Term Plan.
- 1 To receive and approve/decline Environmental Initiative Fund and Natural Heritage Programme applications. (Res. No. WRC12/227.2 dated 27 September 2012).
- 1 To Approve draft Statements of Intent<sup>1</sup> for Council Controlled Organisations and review the financial performance and activities of all relevant Council Controlled Organisations
6. Receive reports relative to the Investment Fund and Treasury Management financial performance of Council and non-financial performance measures including quarterly reports from Council's Strategic Investment fund advisor and updates from fund managers as appropriate.
7. To approve multi-year contracts that exceed the delegated authority of the Contracts Subcommittee.

## **POWER TO RECOMMEND TO COUNCIL**

1. Undertake quarterly reviews of progress on Council's Long Term Plan and Annual Plans, consider progress reports and make recommendations to Council where appropriate of forecast variances.
  - 1 To report on significant matters with respect to corporate and financial policies/procedures that affect or alter Council's Annual or Long Term Plan and make recommendations to council.
  - 1 Make recommendations on the funding of capital projects, including the raising, redemption and repayment of loans.
  - 1 Make recommendations on rating policy.
  - 1 Recommend to Council policies on fees and charges for all goods and services provided by Council to other authorities, organisations and private individuals.
  - 1 Monitor activities of Council's Investment Fund and make recommendations on changes to Council.
  - 1 Monitor Council's investments and make recommendations to Council on investment and liability management policies.
  - 1 Make recommendations on determinations approved by the Remuneration Authority in respect of Elected Members remuneration and reimbursement of expenses
  - 1 Consider and make recommendations on such other matters as may be referred to it by the Council, Standing Committees, the Chairperson or Chief Executive.

### **Note:**

The draft Statement of Intent for the Lake Taupo Protection Trust is reported to/through the Lake Taupo Protection Project Joint Committee as stated in/required by the Project Agreement and Deed.

## **SUBCOMMITTEES REPORTING TO FINANCE COMMITTEE**

Contracts Subcommittee  
Audit and Risk Subcommittee

## Hamilton Public Transport Joint Committee

Reporting to	Waikato Regional Council Hamilton City Council [Strategy and Policy Committee]
Constitution	<p>Waikato Regional Council (two members) Cr LA Livingston [Co-Chair] Cr J Hennebry</p> <p>Hamilton City Council (two members) Cr M Forsyth (Co Chair) Cr L Tooman</p> <p>New Zealand Transport Agency (one representative) A McKillop (<del>alternate A Wilson</del>) (<i>Doc # 3071704 email dated 7/1/14</i>) (alternate R Brodnax) (<i>Doc # 3345329 email dated 7/04/2015</i>) Access and Mobility (one representative) G Pomeroy [WRC14/90 of 30/4/2014] [non voting]</p>
Meeting Frequency	Quarterly <i>or as required</i>
Quorum	Three members – being one member from each council and either the NZTA or the Access and Mobility representative.
Chairmanship	To rotate between a Waikato Regional Council member and Hamilton City Council member with HCC representative taking the Chair from January 2014
Administration	The administration of the Hamilton Public Transport Joint Committee will be provided by the Waikato Regional Council for the triennium.
Objective	To oversee the implementation and monitoring of the Regional Public Transport Plan in Hamilton.

### SCOPE OF ACTIVITY

1. To consider and recommend on matters relevant to the implementation and monitoring of the Regional Public Transport Plan as it affects Hamilton City

### POWER TO ACT

1. To recommend in respect of matters relating to the implementation and monitoring of the Regional Public Transport Plan as they affect Hamilton City.

# Regional Public Transport Plan 2015-2025

## Hearing Committee

- REPORTING TO:** Waikato Regional Council
- CONSTITUTION:** One member from the RPTP Development Committee representing Waikato Regional Council and who shall be the Chair of the Hearing Committee;
- One member from the RPTP Development Committee representing Hamilton City Council; and
- One member from the RPTP Development Committee representing territorial authority funder of public transport services
- One representative, representing the NZ Transport Agency, as a non-voting technical advisor to the Hearing Committee.
- MEETING FREQUENCY:** As required following the 'proposal' of the Draft Regional Public Transport Plan (and after the public notification and submission period requirements have been met).
- OBJECTIVE:** To consider the submissions received to the Draft Waikato Regional Public Transport Plan 2015-2025

### SCOPE OF ACTIVITY:

- a) to consider all submissions received in respect of the Draft Waikato Regional Public Transport Plan 2015-2025, including verbal presentations from submitters wishing to be heard, and
- b) to report to the Waikato Regional Council on the decisions for submissions, including any amendments/changes to the Draft Waikato Regional Public Transport Plan
- c) to recommend the final Waikato Regional Public Transport Plan 2015-25 to the Waikato Regional Council for adoption.

### POWER TO ACT:

- 1 To conduct meetings for the purpose of hearing and considering submissions made on the Draft Waikato Regional Public Transport Plan.
- 1 To deliberate on the submissions received for the purpose of making recommendations (with reasons) to the Waikato Regional Council for adoption of the Waikato Regional Public Transport Plan 2015-25 including any amendments/changes.



## **STATUTORY PLANNING PROCESS HEARING COMMITTEES**

### **HEARING PROCEDURES**

- 1 Every person who has made a submission and stated that they wish to be heard, may speak either personally or be represented by legal counsel or any other authorised representative.
- 1 If any person wishes to give their written or spoken evidence in Maori, Environment Waikato needs to be informed of this at least five (5) working days before the hearing so that a qualified interpreter can be provided. Alternatively, an interpretation may be provided by the person giving the evidence at the hearing.
- 1 No cross examination is permitted.
- 1 Only the Chairperson or members of the Hearing Committee may ask questions of any person appearing/making a statement during the course of the hearing.
- 1 The Chairperson of the Hearing Committee may recall any person who has made a statement where considered appropriate to further clarify or elaborate on any matter raised in evidence.
- 1 The Chairperson of the Hearing Committee may, if it is considered that there is likely to be excessive repetition, limit the circumstances in which parties that have the same interest or stance on an issue may speak or give evidence in support.
- 1 The hearings will be held in public except where the Hearing Committee determines that the public should be excluded pursuant to one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987.

**Constitution/Membership**

**WAIKATO REGIONAL PUBLIC TRANSPORT PLAN 2015-2025  
HEARING COMMITTEE**

<b>Representation from:</b>	<b>No. of members</b>	<b>Name/s</b>
Waikato Regional Council	1	Cr LA Livingston [Chair]
Hamilton City Council	1	Cr M Forsyth
Territorial Authority Funders of Public Transport Services within the Waikato region	1	Cr G Webber
NZ Transport Agency representative (non-voting technical advisor)	1	R Brodnax

# Integrated Catchment Management Committee

- REPORTING TO:** Council
- CONSTITUTION:** ~~Six (6) Seven (7) Councillors\*, and (Res No. 14/290.5 dated 11/12/2014)~~  
~~\*The Committee will be co-chaired with one chair to be from a constituency within the 'west' [Waikato] catchment and one chair to be from a constituency within the 'east' [Hauraki/Coromandel] catchments [Res. No. WRC13/261]. (Pt Res No. WRC14/290.2 dated 11/12/2014)~~  
One of the Council Chairperson ~~and~~ or Deputy Chairperson (ex-officio with full voting rights) (Pt Res No. WRC15/303 dated 30 June 2015), and Chairperson of each (eight) Catchment Liaison Zone Subcommittees [with the Deputy Chairpersons of each (eight) Catchment Liaison Zone Subcommittees as alternates with full voting rights in the absence of the respective Subcommittee Chairperson]
- MEETING FREQUENCY:** Two monthly or as required
- OBJECTIVES:** To set objectives, priorities and levels of service for **catchment management** and monitor achievement levels through the outcomes of the following catchment management activities:
- Asset management
  - Biodiversity and natural heritage operations
  - Biosecurity operations
  - Flood control programmes, land drainage programmes
  - Harbour and catchment management
  - Hazard management and community safety activities
  - River systems management, Soil conservation and land management programmes
- as contained in Council's Long Term Plan (LTP) and consistent with other Council plans and policies. In doing so have regard to relevant iwi management plans and Council's co-management agreements.
- SCOPE OF ACTIVITY:**
- Catchment Management**
1. To consider and recommend to Council annual budgets for **catchment management** activities as proposed by Catchment Liaison Zone Subcommittees, Drainage Subcommittees, and staff under delegation from the Chief Executive.

2. To approve **catchment management** work programmes within adopted Annual Plan budgets for **catchment management** activities.
3. To monitor progress of **catchment management** activities against current year budgets, and performance measures.
4. To recommend to Council any proposed changes to **catchment management** activities budgets, objectives, priorities and levels of service, as contained within Council's LTP.
5. To consider for adoption zone management plans (including asset management plans where relevant).
6. To provide recommendations on new operational policy and procedures.
7. To provide oversight of management of scheme land.
8. To consider and provide recommendations on coastal and harbour management plans and programmes.
9. To prepare reviews of the Waikato Marine Oil Spill Contingency Plan in accordance with the requirements of Maritime New Zealand and the Maritime Transport Act 1994.
10. To prepare the Annual Report on the implementation of Regional Pest Management Plan.
11. To prepare reviews to the Regional Pest Management Plan
12. To recommend on any other catchment matters.

**POWER TO ACT (UNDER DELEGATION FOR THE INFORMATION OF COUNCIL):**

1. To approve **catchment management** activities work programmes to deliver on the Annual Plan.
2. To monitor progress of **catchment management** activities and report to Council identifying any implications in terms of non achievement of objectives, priorities and levels of service as contained in Council's annual plan and LTP.
3. To review scheme land licences and licence fees. Grant licences and set licence fees and associated annual work programmes.

4. To prepare the Annual Report on the implementation of the Regional Pest Management Plan consistent with section 100B (2) of the Biosecurity Act 1993.
5. To prepare and approve flood management plans.
6. To review the Waikato Marine Oil Spill Contingency Plan in accordance with the Maritime Transport Act 1994 for submission to Maritime New Zealand for approval.
7. *To appoint the Chair and Deputy Chair for each of the Catchment Liaison Zone Subcommittees.*  
*(Res. No. WRC14/221 dated 28 August 2014 – Doc Ref #3138982, Attachment 1)*
8. *To appoint community representatives to each of the Catchment Liaison Zone Subcommittees where vacancies occur during the term of the subcommittees.*  
*(Res. No. WRC14/221 dated 28 August 2014 – Doc Ref #3138982, Attachment 1)*
9. *To appoint the Chair and Deputy Chair for each of the Drainage Advisory Subcommittees.*  
*(Res No WRC 15/257 dated 28 May 2015 – Doc Ref 3362850, Attachment 1)*
10. *To appoint landowner representatives to each of the Drainage Advisory Subcommittees where vacancies occur during the term of the subcommittees.*  
*(Res No WRC 15/257 dated 28 May 2015 – Doc Ref 3362850, Attachment 1)*

## **POWER TO RECOMMEND TO COUNCIL:**

- 1 To consider and recommend to Council annual budgets for **catchment management** activities as proposed by Catchment Liaison Zone Subcommittees, Drainage Subcommittees, and management under delegation from the Chief Executive.
- 1 To recommend to Council any proposed changes to **Catchment Management** activities budgets, objectives, priorities and levels of service, as contained within Council's LTP.
- 1 To consider and recommend for adoption by Council, zone management plans (including asset management plans where relevant).
- 1 To provide recommendations on new operational policy and procedures.
- 1 To recommend the sale and purchase of any scheme land or assets in respect of operational matters.
- 1 To recommend reviews to the Regional Pest Management Plan as provided for under Section 100D (2) of the Biosecurity Act 1993.
- 1 To recommend on any other catchment matters including coastal and harbour management programmes where appropriate

## **SUBCOMMITTEES REPORTING TO INTEGRATED CATCHMENT MANAGEMENT COMMITTEE**

### **Drainage Advisory Subcommittees**

- Aka Aka Otua Drainage Advisory Subcommittee
- Thames Valley Drainage Advisory Subcommittee
- Franklin Waikato Drainage Advisory Subcommittee
- Waikato Central Drainage Advisory Subcommittee

### **Catchment Liaison Zone SubCommittees:**

- Lake Taupo Catchment ~~Liaison Zone Sub~~Committee
- Upper Waikato Catchment ~~Liaison Zone Sub~~Committee
- Central Waikato Catchment ~~Liaison Zone Sub~~Committee
- Lower Waikato Catchment ~~Liaison Zone Sub~~Committee
- Waipa Catchment ~~Liaison Zone Sub~~Committee
- Waihou Piako Catchment ~~Liaison Zone Sub~~Committee
- West Coast Catchment ~~Liaison Zone Sub~~Committee
- Coromandel Catchment ~~Liaison Zone Sub~~Committee

*(That a name change from "Catchment Liaison Zone Subcommittee" to (xx name) Catchment Committee be recommended to Council) Res. No. ICM14/95 15/10/2014 (WRC14/262 30/10/2014)*

# Proposed Waikato Spatial Plan Joint Committee

## REPORTING TO:

## CONSTITUTION:

One (1) member nominated by each of the ten (10) named constituent Local Authorities within the Waikato region and the ability for each local authority to appoint an alternate member

Five (5) non-local government members, recommended by the ten local government members.

At the discretion of the Joint Committee – one (1) local government invited observer nominated by each of Thames-Coromandel District Council and Rotorua District Council.

## QUORUM:

Must include the Chairperson or Deputy Chairperson of the Joint Committee and at least 50% of the remaining membership.

## MEETING FREQUENCY:

## OBJECTIVE:

To govern, lead and resource the development and recommendation to adopt the Waikato Spatial Plan to Councils within the Waikato region.

The primary objective of the Waikato Spatial Plan is “to contribute to the Waikato’s social, economic, environmental and cultural well-being through a comprehensive and effective long-term (30 year) strategy for Waikato’s growth and development.

## SCOPE OF ACTIVITY:

## POWER TO ACT:

*[Res WRC15/345 of 30/07/2015]*

*THAT the Waikato Plan Joint Committee Agreement to be date July 2015, be adopted by Council and that this action be conveyed to the Waikato Plan Joint Committee.*

*[Res WRC14/84.1 of 30/4/2014]*

*That Council endorse in principle the establishment of a joint committee to guide the development, adoption and implementation of the Waikato Spatial Plan, noting that the terms of reference of the Joint Committee will be presented to a future Council meeting for discussion.*

*Res. No. WRC14/246 dated 25/9/2014*

*That the report Waikato Spatial Plan: Approval of non-local government nominees to the Waikato Spatial Plan Joint Committee (Doc #3165182 dated 16/9/2014) be received and That pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002, and in accordance with Section 3 Membership of the Waikato Spatial Plan Joint Committee Terms of Reference, Waikato Regional Council resolves to appoint the following five non-local government members to the Committee, being Michael Spaans, Professor Ian White, Margaret Devlin, Dr Bev Gatenby and Tipene (Steven) Wilson to the Waikato Spatial Plan Joint Committee.*

*THAT pursuant to clause 30 of Schedule 7 of the Local Government Act 2002, Waikato Regional Council resolves:*

*(a) To appoint Mark Ingle as the 5<sup>th</sup> non-local government member of the Waikato Plan Joint Committee.*

*(b) To amend the following section 3.1 of the Terms of Reference for the Waikato Plan Joint Committee in respect of the interests of Maori from:*

*“at least one of the five non-local government members must be a suitable person to represent the interests of Maori*

*To*

*At least one of the five non-local government members must be a suitable person to provide a perspective on the interests of Maori.”*

*(Res No. WRC15/117 of 26 February 2015).*

*Res No. WRC15/164 dated 30 April 2015*

- 1. That the report “Amendment to the Membership Provisions of the Terms of Reference for the Waikato Plan Joint Committee” (Doc # 3363082 dated 21 April 2015) be received.*
- 2. That Waikato Regional Council notes the recommendation from the Mayoral Forum meeting dated 20 April 2015: “that the Mayoral Forum agrees for the Mayors/Chair to be the first representative from their respective councils on the Joint Committee”.*
- 3. That Waikato Regional Council approves the amended terms of reference for the Waikato Plan Joint Committee stipulating that the first representative of the ten Local Government Members of the Waikato Plan Joint Committee be the Mayor or Chair of each of the constituent Local Authorities as outlined in the strike through version attached to this report.*
- 4. That Chairperson Paula Southgate is nominated as the first representative of the Waikato Regional Council on the Waikato Plan Joint Committee by providing written notice to the Joint Committee confirming the amended nomination.*
- 5. That Councillor Bob Simcock is nominated as the alternate member of the Waikato Regional Council on the Waikato Plan Joint Committee by providing written notice to the Joint Committee confirming the amended nomination.*



## Constitution/Membership

### WAIKATO SPATIAL PLAN JOINT COMMITTEE

Representation from:	No. of members	Name/s
Waikato Regional Council	1	Cr RM Simcock alt Cr TS Mahuta Cr PA Southgate Alt Cr RM Simcock (WRC15/164 30/04/15)
Hamilton City Council	1	Mayor J Hardaker alt Cr M Gallagher
Hauraki District Council	1	Dep Mayor B Gordon alt Cr J Bubb
Matamata Piako District Council	1	Cr L Tisch alt Cr J Thomas)
Otorohanga District Council	1	Mayor M Baxter (Alternate Cr D Pilkington) (Doc # 2875669 dated 20/10/13)
South Waikato District Council	1	Cr W Machen (Alternate Mayor N Sinclair) (Doc # 2904157 dated 18/11/13)
Taupo District Council	1	Cr K Crate Mayor D Trewavas Alternate Cr B Hickling) (Doc #3016548 dated 31/3/14)
Waikato District Council	1	Mayor A Sanson (1 <sup>st</sup> alt Cr W Hayes, 2 <sup>nd</sup> alt Cr R Costar) (Doc # 2882985 dated 6/11/13)
Waipa District Council	1	Cr G Webber (No alternate)
Waitomo District Council	1	Mayor B Hanna (Alternate Cr P Brodie) (Doc # 2882254 dated 4/11/13)
Non local government members	5	M Devlin (Chairperson) B Gatenby M Spaans S Wilson <i>M Ingle (Res No. WRC15/117 of 26 February 2015)</i>

# Regional Policy Statement [RPS] Appeals Committee

- REPORTING TO:** Council
- CONSTITUTION:** Drawn from the Proposed RPS Hearing Committee membership – to comprise:  
Independent Commissioner AR Watson (Chair), and  
Cr PA Southgate
- MEETING FREQUENCY:** As required until appeals resolved or determined by the Environment Court
- OBJECTIVE:** To progress all appeals lodged for resolution by Consent Order or determination by the Environment Court.

**SCOPE OF ACTIVITY:**

To consider and decide on the settlement of appeals being negotiated and/or mediated by staff, including Consent Orders and/or to provide guidance as necessary to staff for the resolution of appeals in Environment Court proceedings.

**POWER TO ACT:**

- a) in consultation with the relevant Policy staff member, to call/conduct meetings and receive progress reports on appeal matters not yet finalised;
- b) to decide upon settlement of appeals being negotiated and/or mediated (including Consent Orders);
- c) to provide guidance to staff undertaking negotiations with appellants.

.....

**THAT** for the period until a decision has been made on the RPS Appeals Committee or process that the Chief Executive Officer be authorised to delegate to the relevant staff member the authority to Act during Environment Court mediation processes.

[pt Res. No. 13/251.3 31/10/2013].

# Regional Public Transport Plan Development Committee

<b>REPORTING TO:</b>	Council
<b>CONSTITUTION:</b>	<p>Two members appointed by Waikato Regional Council being:</p> <p>One member of the Hamilton Public Transport Joint Committee (HPTJC) appointed by WRC who shall be Chair of the Regional Public Transport Plan Development Committee;</p> <p><i>and</i></p> <p>One of either the Chair or Deputy Chair of the Regional Transport Committee (RTC) who shall be the Deputy Chair of the Regional Public Transport Plan Development Committee</p> <p><del>One</del> <i>Two</i>* members appointed by Hamilton City Council drawn from <i>either</i> the Hamilton RTC representative <i>or</i> the two Hamilton City Council representatives on the Hamilton Public Transport Joint Committee.</p> <p><i>[*Rec RPTPDC14/2 of 3/2/14 – that HCC repr on the RPTPDC be increased to two members; WRC14/52(2) of 27/3/2014]</i></p> <p>One elected member from the RTC who shall be from a territorial authority funder of public transport services not already represented on the RPT Plan Development Committee.</p> <p>One person representing the New Zealand Transport Agency (NZTA) to be appointed by the NZTA.</p>
<b>MEETING FREQUENCY:</b>	Monthly or as required
<b>OBJECTIVE:</b>	<p>By 31 October 2014 prepare and recommend to the Waikato Regional Council for public consultation a draft Regional Public Transport Plan that has been prepared in accordance with and complies with the requirements of the LTMA 2003.</p> <p><u>Note:</u> the Regional Public Transport Plan must be adopted by Waikato Regional Council before 30 June 2015 and must be consistent with the Regional Land Transport Plan. The review of the RPTP will also need to take into account the new Government Policy Statement (which will be released in 2014), the Public Transport Operating Model (PTOM) requirements, and the NZTA guidelines for development of the RPTP to ensure the Plan aligns with national policy directives and the Land Transport Management Act 2003 (LTMA).</p>
<b>SCOPE OF ACTIVITY:</b>	

- 1 Develop a Draft Regional Public Transport Plan and recommend it to Council for public consultation
- 2) Ensure all policy developed in the Regional Public Transport Plan is consistent with the Regional Land Transport Plan.

<b>Constitution/Membership</b>		
<b>REGIONAL PUBLIC TRANSPORT PLAN DEVELOPMENT COMMITTEE</b>		
	<b>No. of members</b>	<b>Name/s</b>
Waikato Regional Council	2	Cr LA Livingston [Chair] Cr GWH Vercoe
Hamilton City Council	4 2*	Cr M Forsyth (alt Mayor J Hardaker) <i>(email dated 16/1/14)</i> Mayor J Hardaker <i>(TBC)</i>
Elected member from the RTC who shall be from a territorial authority funder of public transport services not already represented on the RPT Plan Development Committee	1	G Webber <i>(Res. No. RTC14/07 dated 3/2/2014)</i>
NZ Transport Agency	1	A McKillop (alt R Brodnax) <i>(Doc #3071704 email dated 7/1/14)</i>

\*Recommendation from 3/2/2014 meeting of the RPT Plan Development Committee that "Hamilton City Council representation on the Regional Public Transport Plan Development Committee be increased to two members". [Res No. RPTPDC14/2] Approved by Council on 27/3/2014 [Res WRC14/54].

# Strategy and Policy Committee

<b>REPORTING TO:</b>	Council
<b>CONSTITUTION:</b>	Five (5) Councillors, and Chairperson and Deputy Chairperson (ex-officio with full voting rights)
<b>MEETING FREQUENCY:</b>	Monthly or as required
<b>OBJECTIVE:</b>	To inform council's strategic direction and policy responses.  To respond to external agency statutory planning processes via advocacy submissions.  To advise Council in respect of thought leadership across matters of regional significance

## **SCOPE OF ACTIVITY:**

This committee will advise council on matters relating to their regional governance role, which will include delegation to:

1. Develop council's strategic direction and recommend policy responses.
2. Develop council's position on regionally significant issues.
3. Provide guidance on regional governance matters, and receive information from regional governance projects, such as the work that is being undertaken by the Waikato Mayoral Forum work streams, which includes the development of the Regional Economic Development Strategy and the Waikato Spatial Plan.
4. Prepare submissions in relation to central government, neighbouring regional council and territorial authority policy documents, strategies and proposals to support alignment with council's strategic direction and policies.
5. To maintain oversight of all council's policy and plans to ensure alignment with strategy.
6. To receive information that monitors the effectiveness of Council's strategic influence in the region and to review and recommend revision of Council's position accordingly.

Cross boundary collaboration

7. To foster cross boundary collaboration on issues where an inter-regional response will create policy or advocacy efficiencies.
8. To be kept informed of emerging cross boundary issues and to provide guidance on Council's position.
9. Provide guidance on cross boundary collaboration, and also receive updates and feedback

**POWER TO ACT (Section A)**

1. To receive reports and presentations on the matters set out in the Scope of Activity.
2. To approve submissions on statutory documents, consistent with council policy.

**POWER TO RECOMMEND TO COUNCIL (Section B)**

1. To provide recommendations for council action in relation to its strategic direction.
2. To develop council's governance position on matters of regional significance including matters pertaining to cross boundary collaboration.

# Audit and Risk Subcommittee

<b>REPORTING TO:</b>	Finance Committee
<b>CONSTITUTION:</b>	Chair of the Finance Committee, Deputy Chair of the Finance Committee Two external appointees, one of whom will be the Committee Chair One of Council Chair <u>or</u> Deputy Chair (ex-officio with full voting rights)
<b>MEETING FREQUENCY:</b>	Three/four times per year or as otherwise required.
<b>OBJECTIVE:</b>	To promote and enhance the effectiveness of Council's Audit processes by the provision of independent expertise and to strengthen the monitoring of Council's risk, control and compliance framework.

## SCOPE OF ACTIVITY:

### External Audit

- Engage with Council's external auditors regarding the external audit work programme
- Recommend to Finance Committee the terms and arrangements for the external audit programme
- Review of effectiveness of the annual audit and 10 year plan audit, to ascertain whether emphasis is being placed on areas where the committee, management or auditors believe special attention is necessary.
- Review management response to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented.

### Internal Audit

- In conjunction with the CE, agree the scope of the annual internal audit work programme.
- Monitor the delivery of the internal audit work programme
- Assess whether all significant recommendations of the Internal Audit have been properly implemented by management.

### Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of the WRC's financial and business risks, including fraud
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings
- Review the effect of WRC's risk management framework on its control environment and insurance arrangements

- Review whether a sound and effective approach has been followed in establishing WRC's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically
- Review WRC's fraud policy and satisfy itself that WRC has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

### **Control Framework**

- Review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisers, is sound and effective
- Review whether management has in place relevant policies, processes and procedures, and that these are periodically reviewed and updated
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations.

### **Legislative compliance**

- Determine whether management has appropriately considered legal and compliance risks as part of WRC's risk assessment and management arrangements
- Review the effectiveness of the system for monitoring WRC's compliance with relevant laws, regulations and associated government policies

### **POWER TO ACT (UNDER DELEGATION FOR THE INFORMATION OF FINANCE COMMITTEE)**

1. Receive and consider external and internal audit reports on financial matters.
2. To receive and consider staff reports on audit, internal control and risk management related matters.

### **POWER TO RECOMMEND TO FINANCE COMMITTEE**

1. To make recommendations to the Finance committee on financial, internal control and risk management policies and procedures as appropriate.
2. To recommend approval of the Auditors engagement letter.



# **Catchment Liaison Zone Subcommittees Community Representative/s Appointment Process Nomination Panel**

**REPORTING TO:** *Integrated Catchment Management Committee*

**CONSTITUTION:** *Council Chairperson  
Deputy Chair of Council  
~~Co-Chairs~~ Chair of Integrated Catchment  
Management Committee  
~~Group Manager, River & Catchment Services~~  
~~Group Manager, Biosecurity-Heritage~~  
Director, Integrated Catchment Management  
(Res No. WRC14/292 dated 11/12/2014)*

**MEETING FREQUENCY:** *As required to complete the community  
representatives selection process.*

**OBJECTIVE:** *To select appropriate persons as community  
representatives on Catchment Liaison Zone  
Subcommittees.*

**SCOPE OF ACTIVITY:**

*To receive nominations for community representatives on Catchment Liaison Zone Subcommittees and to evaluate and select representatives, in accordance with the assessment criteria for appointment. All members of the panel will evaluate and vote on all nominations received.*

**POWER TO ACT:**

*To meet and short list candidates in accordance with the evaluation/assessment criteria and where necessary to seek/request further information about candidates.*

**POWER TO RECOMMEND:**

*To recommend the selected candidates to the Integrated Catchment Management Committee for appointment to the respective Catchment Liaison Zone Subcommittee/s.*

*Rec No. ICM14/3 dated 13/2/2014 (Res No. WRC14/32 dated 27/2/2014)*

*Refer report "Appointment Process for Liaison Zone Subcommittee Community Representatives and Drainage Advisory Subcommittees Election Process" (Doc #2945555 dated 14 January 2014)*

*Rec from Lower Waikato Liaison Zone Subcommittee mtg 6/3/2014 that the Appointment Committee consults with the local Councillors be adopted.*



## Catchment ~~Liaison Zone~~ SubCommittees

*(That a name change from "Catchment Liaison Zone Subcommittee" to (xx name) Catchment Committee be recommended to Council) Res. No. ICM14/95 15/10/2014 (WRC14/262 30/10/2014)*

- REPORTING TO:** Integrated Catchment Management Committee
- CONSTITUTION:** Appointments made by Council from nominations from Territorial Authorities and special interest groups/the public within the scheme/management area – such as key agencies, landowners, community groups and iwi, as identified by Council  
(refer to attached membership schedule for each Catchment ~~Liaison Zone~~ SubCommittee)
- ~~Constituent Regional~~ Councillors appointed by Council  
(WRC15/442 Council 15 December 2015)
- ~~One of the two Co-Chairs, Integrated Catchment Management Committee, being either the one from the 'west' [Waikato] catchment or the one from the 'east' [Hauraki/Coromandel] catchments (depending on the geographic location of the respective zone).~~
- Chairperson, Integrated Catchment Management Committee (from 11/12/2014)*
- One of the Council Chairperson or Deputy Chairperson  
(ex-officio with full voting rights)
- The Chair of each ~~Sub~~Committee to be recommended for appointment by the Integrated Catchment Management Committee, from the appointed membership of each ~~Sub~~Committee and confirmed by Council.
- MEETING FREQUENCY:** Three to four meetings per annum (including field inspections)
- OBJECTIVE:** To overview planning and monitor delivery of **catchment management** activities to provide within zones agreed priorities and levels of service for
- Asset management
  - Biodiversity and natural heritage operations
  - Biosecurity operations
  - Flood control programmes, land drainage programmes
  - Harbour and catchment management
  - Hazard management and community safety activities
  - River systems management, Soil conservation and land management programmes
- (and)  
promote in relation to these responsibilities collaboration between agencies and communities and opportunities for improving catchment management

## **SCOPE OF ACTIVITY:**

- 1 Guide and contribute to the development of zone plans for recommendation through to Integrated Catchment Management Committee.
- 2 To consider and recommend on work programmes catchment management.
- 3 To be a local contact for catchment management issues, and promote opportunities for collaboration where appropriate.
- 4 To provide input into asset management plans and rating system reviews.
- 5 To consider and provide recommendations on matters relevant to catchment management in the nominated area(s), including sustainable land and water management, biosecurity, biodiversity, natural heritage, coastal and harbour management programmes.
- 6 Oversight of management of Scheme lands, if appropriate.

## **POWER TO ACT:**

1. To conduct meetings for the purposes outlined, including receipt of reports.
2. To hold workshops and field inspections as and if necessary to achieve objectives policies and plans.
3. To generally oversee and monitor the Council's annual work programmes within the nominated areas, and to assist in the implementation of programmes.
4. To review and recommend proposed annual catchment management programmes.
5. To develop recommend and monitor the implementation of Zone Management plans.

## **CHIEF EXECUTIVE – POWER TO ACT**

Refer to Section 2.3.3 of the Procedural Delegations Manual

## **CATCHMENT LIAISON ZONE SUBCOMMITTEES**

- Lake Taupo *Catchment Liaison Zone SubCommittee*
- Upper Waikato *Catchment Liaison Zone SubCommittee*
- Central Waikato *Catchment Liaison Zone SubCommittee*
- Lower Waikato *Catchment Liaison Zone SubCommittee*
- Waipa *Catchment Liaison Zone SubCommittee*
- West Coast *Catchment Liaison Zone SubCommittee*
- Waihou Piako *Catchment Liaison Zone SubCommittee*
- Coromandel *Catchment Liaison Zone SubCommittee*

## Constitution/Membership

### Lake Taupo Catchment Liaison Zone SubCommittee

Representation from	No. of members	Name/s
Waikato Regional Council (constituent Councillors)	23	Cr TH Bramley Cr KA White Cr ST Kneebone (WRC15/422)
Taupo District Council	1	Cr Williamson Cr Stewart (alt) (CI res 10/12/13)
Department of Conservation	1	<del>D Lumley</del> <del>R Sapsford (email dated 20/2/14)</del> <del>N Hayward (emails dated 13 &amp; 14/1/15 #3266258)</del> D Lumley (12/4/16 #3769137)
Genesis Power Limited	1	C Speedy
Mighty River Power Limited	1	N Haines (L from MRP dated 11/2/14)
Local community representatives (appointment for a three year term from 1 July 2011 to 30 June 2014) (Res No. WRC11/88 dated 28 April 2011)	6	<del>G Baker (Chair)</del> <del>H Brosnan</del> <del>B Pope (Deputy Chair)</del> <del>E Wilson</del> <del>S Yerex</del> <del>B Hickling</del>
Local community representatives (appointment for a three year term from 1 July 2014 to 30 June 2017) (Res No. WRC14/171 dated 26 June 2014)	7	M Barton P Green J Penton B Pope (Deputy Chair) E Wilson K Wilson S Yerex (Chair)
Forestry representative	1	J Egan
Iwi representation Tuwharetoa Māori Trust Board  # ongoing liaison with TMTB	2	<del>I Kusabs</del> <del>D Tahau (email dated 24/4/2014) #3039674</del> <del>Vacancy# Maria Nepia (Email dated 19/08/15 #3483764)</del> Alice Barnett (Email dated 18/04/16 #5127759)
<del>'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee</del> <del>Chairperson, Integrated Catchment Management Committee</del>	1	Cr ST Kneebone  Cr ST Husband
<b>Either</b> Chairperson of Council <u>or</u> Deputy Chair of Council (ex officio)	1 of	Cr PA Southgate, or Cr TS Mahuta

## Constitution/Membership

### Upper Waikato ~~Catchment~~ Liaison Zone SubCommittee

Representation from	No. of members	Name/s
Waikato Regional Council (constituent Councillors)	2	Cr KA White Cr GWH Vercoe
Taupo District Council	1	Cr B Hickling Cr Stewart (alt) <i>(CI res 10/12/13)</i>
Rotorua District Council	1	Cr J Wepa <i>(CI res 28/11/13)</i>
Waipa District	1	
South Waikato District Council	1	Herman Van Rooijen
Department of Conservation	1	<del>C Savage</del> <del>R Sapsford</del> <i>(email dated 20/2/14)</i> <del>N Hayward</del> <i>(emails dated 13 &amp; 14/1/15 #3266258)</i> D Lumley <i>(12/4/16 #3769137)</i>
Mighty River Power Limited	1	<del>K Wood</del> <i>(L from MRP dated 11/2/14)</i> <i>(Resignation email dated 9/7/15 #3449063)</i> Mason Jackson
Dairy NZ	1	A Brocksopp <i>(agenda 7/3/14 #2985401)</i>
Local community representatives <i>(appointment for a three year term from 1 July 2011 to 30 June 2014)</i> <i>(Res No. WRC11/88 dated 28 April 2011)</i>	8	<del>M Bennett (Deputy Chair)</del> J Craggs R Mihinui G Moss CR Stokes H Weijers A Welch S Rowe*
Local community representatives <i>(appointment for a three year term from 1 July 2014 to 30 June 2017)</i> <i>(Res No. WRC14/171 dated 26 June 2014)</i>	8	S Dewes <i>(resigned L#3199003 from 30/9/2014)</i> C Guyton R Mihinui G Moss M Seymour CR Stokes (Deputy Chair) H Weijers D Robertson
Iwi representation Tuwharetoa Māori Trust Board  Raukawa Settlement Trust  Waikato-Tainui (NKK Trust) Te Arawa (Ngati Tahu – Ngati Whaoa Runanga Trust)	4	<del>T Rameka D Tahau</del> <i>(email dated 24/4/2014)</i> — Alice Barnett <i>(Email dated 18/04/16 #5127759)</i>  <del>S O'Sullivan (Chair)</del> G Kettle <i>(minutes 19/5/15 # 3397722)</i> L Te Aho (alt W Te Aho)

		E Forrest
Forestry representation (Kaingaroa and Tokoroa)	2	S Strang ( <i>Chair</i> ) C Maunder
<del>'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee</del> Chairperson, <i>Integrated Catchment Management Committee</i>	1	Cr ST Kneebone  Cr ST Husband
<b>Either</b> Chairperson of Council <u>or</u> Deputy Chair of Council (ex officio)	1 of	Cr PA Southgate, or Cr TS Mahuta

<b>Constitution/Membership</b>		
<b>Central Waikato Catchment Liaison Zone SubCommittee</b>		
<b>Representation from</b>	<b>No. of members</b>	<b>Name/s</b>
Waikato Regional Council (constituent Councillors)	3 4	Cr RM Simcock Cr TS Mahuta* Cr LA Livingston Cr ST Kneebone (WRC15/422)
Waipa District Council	-	<del>Cr L Hovord</del> (email dated 6/1/14) Request to be removed Doc# 6207491
Hamilton City Council	2	A O'Leary (email dated 22/10/14 (doc # 3198442)) Cr E Wilson (email dated 5/3/14) E Botje (alt A Parsons) (email dated 25/2/14)
Waikato District Council	1	Cr R McGuire (L from WDC dated 6/11/13)
Mighty River Power Limited	1	<del>D Scarlet</del> <del>K Wood</del> (L from MRP dated 11/2/14) (Resignation email dated 9/7/15 #3449063) D Arbury (L from MRP dated 24/8/15 #3490255)
Biodiversity representative	1	
Local community representatives (appointment for a three year term from 1 July 2011 to 30 June 2014) (Res No. WRC11/88 dated 28 April 2011)	4	<del>T Gibbons</del> <del>B Hicks</del> <del>M Moana-Tuwhangai</del> (Deputy Chair) <del>D Wright</del>
Local community representatives (appointment for a three year term from 1 July 2014 to 30 June 2017) (Res No. WRC14/171 dated 26 June 2014)	4	S Edmonds B Hicks (Deputy Chair) M Moana-Tuwhangai (Chair) D Wright
Iwi representation Waikato-Tainui (Nga Mana Toopu o Kirikiriroa) (Ngati Haua) (Ngati Koroki Kahukura)	3	W Puke R Kaukau P Davies
<del>'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee</del> Chairperson, Integrated Catchment Management Committee	1	<del>Cr ST Kneebone</del>  Cr ST Husband



<b>Either</b> Chairperson of Council <u>or</u> Deputy Chair of Council (ex officio)	1 of	Cr PA Southgate, or Cr TS Mahuta*
--	------	--------------------------------------

\* Dual representation role

*That ICM supports the recommendation that WRC write to Hamilton CC requesting that their governance representative on the Central Waikato Catchment ~~Liaison Zone Sub~~Committee be someone who is involved in the River Plan development process and can attend meetings regularly (pt Res No. ICM14/88 15/10/2014).*

## Constitution/Membership

### Lower Waikato ~~Catchment~~ Liaison Zone ~~Sub~~Committee

Representation from	No. of members	Name/s
Waikato Regional Council (constituent Councillors)	2	Cr PR Buckley Cr TM Stark
Waikato District Council	2	
Department of Conservation	1	M Cook
Mighty River Power Limited	1	<del>D Affleck</del> D Payne (L from MRP dated 11/2/14)
Genesis Power Limited	1	A Baldwin
Local community representatives (appointment for a three year term from 1 July 2011 to 30 June 2014) (Res No. WRC11/88 dated 28 April 2011)	8	<del>J Cotman (Deputy Chair)</del> <del>M Dean</del> <del>S Goodwright</del> <del>M Lumsden (Chair)</del> <del>G Morgan</del> <del>R Tilsley</del> <del>A Wright</del> <del>I McDougall</del>
Local community representatives (appointment for a three year term from 1 July 2014 to 30 June 2017) (Res No. WRC14/171 dated 26 June 2014) *(Res No. WRC14/227 dated 28 August 2014)	8	S Goodwright I McDougall S Muir A Sinclair G Holdon* M Lumsden* (Chair) K Holmes* V Bhana (Res No. ICM14/74 15/10/14)
Iwi representation (Waikato-Tainui) (Huakina Development Trust) (Nga Muka Development Trust)  (Waahi Whaanui Trust)  (Ngati Tamaoho)	4	R Mahuta <del>A Hopkins</del> R Kumar (aka Moko Tauariki – Legal name R Kumar. Email # 3189055) (email 31/8/2014 #3151442) <del>E Watene-Rawiri</del> H Awa (email 28/8/2014 #3151450) (Deputy Chair) <del>L Rutherford</del> H Potini
<del>'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee Chairperson, Integrated Catchment Management Committee</del>	1	Cr ST Kneebone  Cr ST Husband
<b>Either</b> Chairperson of Council <u>or</u> Deputy Chair of Council (ex officio)	1 of	Cr PA Southgate, or Cr TS Mahuta
Chair, Franklin Waikato Drainage Advisory Subcommittee (ex officio)	1	M Dean

*That ICM notes that the Lower Waikato Liaison Zone Subcommittee establish a working group comprising M Dean, K Holmes, M Lumsden, S Muir, S Goodwright and G Holdom to review and consider the proposed renewal programme options and recommend to Council the preferred option for adoption in the LTP 2015 (pt Res No. ICM14/90 15/10/2014)*

*That ICM notes that the Lower Waikato Liaison Zone Subcommittee establish a working party comprising K Holmes, M Lumsden and a representative of the Nga Muka Development Trust to review the Mangawara Service Level review report findings and recommend to Council adoption of the current Mangaware Scheme stopbanks levels of service as outlined in the proposed process (pt Res No. ICM14/90 15/10/2014)*

## Constitution/Membership

### Waipa Catchment Liaison Zone SubCommittee

Representation from	No. of members	Name/s
Waikato Regional Council (constituent Councillors)	2	Cr TH Bramley Cr AD Livingston ( <i>Chair</i> ) (Res No. ICM14/97 dated 27/11/14) Cr ST Kneebone (WRC15/422)
Waipa District Council	1	Cr B. Thomas
Otorohanga District Council	1	Cr R Johnson
Waitomo District Council	1	Cr P Brodie
Waikato District Council	1	Cr N Smith
Local community representatives ( <i>appointment for a three year term from 1 July 2011 to 30 June 2014</i> ) (Res No. WRC11/88 dated 28 April 2011)	8	N Barnett M Frederikson J Hodge G McBride ( <i>Chair</i> ) M Moana-Tuwhangai J Oliver G Smith M McKenzie
Local community representatives ( <i>appointment for a three year term from 1 July 2014 to 30 June 2017</i> ) (Res No. WRC14/171 dated 26 June 2014)	8	N Barnett R Barton R Davison M Frederikson B Garland M McKenzie J Oliver + one vacancy
Mighty River Power	1	M Archer L Chrystall (L from MRP dated 11/2/14)
Department of Conservation	1	<del>R Scrimgeour**</del> <del>E van de Veen (from 5/14?)</del> <del>N Hayward (from 19/2/15)</del> <del>B Meier (from 24/3/15 #3323985)</del> R Scrimgeour (from 14/7/2016 #8807631)
Dairy NZ ( <i>pt Rec No. ICM14/87 dated 15/10/14 &amp; pt Res No. WRC14/262 dated 30/10/14</i> )	1	M Highway ( <i>email from DNZ dated 26/11/2014 #3238879</i> )
Beef & Lamb ( <i>pt Rec No. ICM14/87 dated 15/10/14 &amp; pt Res No. WRC14/262 dated 30/10/14</i> )	1	A Jolly ( <i>Doc # 3362497 email from FF dated 13/2/15</i> )
Iwi representation Maniapoto Maori Trust Board <sup>1</sup>	4	W Maag ( <i>Deputy Chair</i> ) (Res No. ICM14/97 dated 27/11/14) <del>W Iti E Neha C Tapara</del>

Raukawa Waikato-Tainui (Nga Uri o Mahanga)		(Doc # 3260213 email dated 27/8/2014) H Davis (Doc # 3575344 email 30/07/15) G Kettle T Pihama (jnr)
<del>'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee</del> Chairperson, Integrated Catchment Management Committee	1	Cr ST Kneebone  Cr ST Husband
<b>Either</b> Chairperson of Council <u>or</u> Deputy Chair of Council (ex officio)	1 of	Cr PA Southgate, or Cr TS Mahuta

<sup>1</sup> Email from MMTB 10/9/2014 (Doc #3161073) confirming Weo Maag and Clarrie Tapara as its representatives

*That a Subcommittee comprising the Chair, W Maag and Cr N Smith in conjunction with the Waipa Zone Manager (R Abercrombie) be delegated to make a submission to the Waikato Regional Council Annual Plan for funding required to gather information and other pre-implementation requirements of the Waipa Catchment Plan [Rec mtg 5/3/2014].*

*\*\* That the Waipa Liaison Zone Subcommittee record its appreciation of the contribution made by Ray Scrimgeour during his term of DOC representative on the Subcommittee [Rec mtg 5/3/2014].*

*Doc# 3575344 Email from Ngahuia Herangi advising Huia Davis will be representing Maniapoto along with Weo Maag.*

*Doc # 3539244 Email – confirming resignation received from Te Ariki Pihama – seeking nomination of another member on committee.*

## Constitution/Membership

### Waihou Piako Catchment Liaison Zone SubCommittee

Representation from	No. of members	Name/s
Waikato Regional Council (constituent Councillors)	3	Cr GWH Vercoe Cr TH Bramley Cr CW Graf
South Waikato District Council	1	H Van Rooijen
Matamata Piako District Council	1	Cr M Steffert
Hauraki District Council	1	Cr G Harris
Thames-Coromandel District Council	1	Mayor G Leach
Local community representatives ( <del>appointment for a three year term from 1 July 2011 to 30 June 2014</del> ) (Res No. WRC11/88 dated 28 April 2011)	8	A Arnet J Bubb S Edmeades D Gasquoine (Deputy Chair) R Hicks (Chair) E Hoey-Samuel R Hunter R Buchanan
Local community representatives ( <del>appointment for a three year term from 1 July 2014 to 30 June 2017</del> ) (Res No. WRC14/171 dated 26 June 2014)	8	J Bubb C Buchanan (Deputy Chair) S Edmeades R Hicks (Chair) R Hunter A McGiven J Samuels <del>+ one vacancy</del> G Dalton (Res. No. ICM15/12 dated 12/2/2015)
Department of Conservation	1	<del>M Cook vacancy 8/14</del> John Rich (Letter dated 11/14 DM:3207224)
Forestry Representative	1	
<i>Kaimai Catchments Forum (western)</i>	1	P Clarkin
<i>Dairy NZ</i>	1	M Scarsbrook
Iwi representation Hauraki Māori Trust Board  Raukawa Settlement Trust Waikato-Tainui (Ngati Haua)	4	J Linstead M Turner (updated 2 July 2015 Doc#3443106) W Peters  <del>J Fitzgerald vacancy 8/14</del>  R Kaukau
<del>'east' [Hauraki/Coromandel] catchment Co-Chair, Integrated Catchment Management Committee Chairperson, Integrated Catchment Management Committee</del>	1	Cr ST Husband
<b>Either</b> Chairperson of Council <u>or</u> Deputy Chair of Council (ex officio)	1 of	Cr PA Southgate, or Cr TS Mahuta

--	--	--

*That a Subcommittee working party comprising R Hicks, P Clarkin, Cr C Graf and Cr T Bramley participate as an interest group in the Sea Change – Tai Timu Tai Pari: Hauraki Gulf Marine Spatial Plan project [Rec mtg 4/3/2014].*

*That the Waihou Piako ~~Liaison Zone Subcommittee~~ Catchment Committee form a working party comprising R Hunter, C Buchanan, A McGiven, R Hicks, Councillor D Swales and Councillor M Steffert, to review the priorities, consider the preferred renewal programme option and recommend to Council the preferred option for adoption in the 2015 Long Term Plan (pt Res No. ICM14/82 15/10/2014).*

## Constitution/Membership

### Coromandel Catchment Liaison Zone SubCommittee

Representation from	No. of members	Name/s
Waikato Regional Council (constituent Councillors)	2	Cr CW Graf Cr TH Bramley <i>[Cr TS Mahuta proposed alternate to be discussed at 12/2013 meeting]</i>
Thames-Coromandel District Council	2	Mayor G Leach
Department of Conservation	1	
Local community representatives <i>(appointment for a three year term from 1 July 2011 to 30 June 2014)</i> <i>(Res No. WRC11/88 dated 28 April 2011)</i>	6	A Bridson B Wilson C Nanning K Robinson (Deputy Chair) J Sanford (Chair) A Hinds
Local community representatives <i>(appointment for a three year term from 1 July 2014 to 30 June 2017)</i> <i>(Res No. WRC14/171 dated 26 June 2014)</i>	7	A Bridson A Hinds C Nanning K Robinson (Deputy Chair) R Robinson J Sanford (Chair) B Wilson
Iwi representation – Hauraki Maori Trust Board <i># ongoing liaison with HMTB</i>	3	Joe Davis <del>alt. Pine Harrison</del> (updated 2 July 2015 doc#3443097) H Renata <i>vacancy x 1#</i>
Forestry representative	1	K Meredith
<del>'east' [Hauraki/Coromandel] catchment Co-Chair, Integrated Catchment Management Committee</del> <i>Chairperson, Integrated Catchment Management Committee</i>	1	Cr ST Husband
<b>Either</b> Chairperson of Council <u>or</u> Deputy Chair of Council (ex officio)	1 of	Cr PA Southgate, or Cr TS Mahuta



## Constitution/Membership

### West Coast ~~Catchment~~ Liaison Zone SubCommittee

Representation from	No. of members	Name/s
Waikato Regional Council (constituent Councillors)	2	Cr TS Mahuta Cr TM Stark Cr ST Kneebone (WRC15/422)
Waikato District Council	1	Cr C Baddeley (email dated 10/12/13)
Otorohanga District Council	1	Cr D Pilkington (email dated 5/12/13)
Waitomo District Council	1	Cr S Smith (email dated 12/12/13)
Department of Conservation	1	<del>R Scrimgeour</del> <del>E van de Ven (email advice 17/2/2014)</del> N Hayward (from 19/2/2015)
Forestry Representative	1	
Local community representatives ( <del>Res. No. CAT10/4-8/2/2011</del> )  <del>Appointment of Deputy Chair unresolved in the interim.</del>	7	<del>K van Houte</del> <del>T Mandeno</del> <del>M Moss (Deputy Chair)</del> <del>[Rec 21/2/14 ICM14/24 of 16/4/14]</del> <del>S Smith (Chair)</del> <del>M Smyth</del> <del>B Tatham</del> <del>A Hanna</del>
Local community representatives ( <i>appointment for a three year term from 1 July 2014 to 30 June 2017</i> ) (Res No. WRC14/171 dated 26 June 2014)	7	A Hanna R Jolly ( <i>Deputy Chair</i> ) T Mandeno M Moss ( <i>Chair</i> ) M Smyth W Thomson K van Houte
Iwi representation Maniapoto <sup>1</sup> (Te Tokanganui-a-noho) (Maniapoto MTB)  Waikato-Tainui <i>*liaison with WT</i>	4	<del>W Jensen (alt W Maag)</del> <del>W Maag (alt W Jensen)</del> <del>R Wi (alt N Herangi) (alt K Taylor)</del>  M Moana-Tuwhangai Vacancy*
<del>'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee</del> <i>Chairperson, Integrated Catchment Management Committee</i>	1	<del>Cr ST Kneebone</del>  <i>Cr ST Husband</i>

Chairperson of Council (ex officio)	1	Cr PA Southgate
-------------------------------------	---	-----------------

<sup>1</sup> Email from MMTB 10/9/2014 (Doc #3161076) confirming Weo Maag (with alternate Wayne Jensen) and Ray Wi (with alternate Konui Taylor) as its representatives

*That the West Coast Liaison Zone Subcommittee supports in principle the Agresearch and NIWA agricultural research project and that the need for further development of the proposal be noted. That three members of the Subcommittee – Cr ST Kneebone, E van de Ven and with his agreement M Smyth, would be volunteers to assist with project governance [Rec mtg 21/2/2014].*

# Collaborative Stakeholder Group

*[pt Rec No. HR13/3 dated 16/12/2013; WRC14/34.1 dated 27 February 2013].*

1. That the report “Membership of the Collaborative Stakeholder Group” (Doc # 2903953 dated 28 November 2013) be received for information.

2. That the three unallocated sector seats be filled by representatives from Māori Interests (2) and the Environmental/Non Government Organisations (NGO) sector (1).

3. That the composition comprise these seat allocations:

1. a newly created fourth unallocated sector seat to be filled by a representative of the Rural Professionals (1) sector; and
2. an additional four (4) community seats.

4. That the membership of the Collaborative Stakeholder Group, as stated below, be confirmed as delegated by Council:

Sector representatives	Previously allocated (13 seats)	Māori interests	1. Topia Rameka Delegate: to be confirmed
		Dairy	2. Rick Pridmore 3. George Moss Delegate: Charlotte Rutherford
		Sheep and beef	4. James Bailey Delegate: Erica Van Reenen
		Forestry	5. Patricia Fordyce Delegate: Sally Strang, Kelvin Meredith
		Horticulture	6. Chris Keenan Delegate: Eamon Balle
		Local government	7. Sally Davis Delegate: to be confirmed
		Energy	8. Stephen Colson Delegate: Angus Judge
		Environment/ NGOs	9. Alan Fleming Delegate: Jim Crawford
		Tourism and recreation	10. Alastair Calder Delegate: Kiri Goulter
		Water supply takes	11. Garry Maskill Delegate: Ilze Gotelli

		<b>Industry</b>	<b>12. Ruth Bartlett Delegate: Mike Carrol</b>
		<b>Rural advocacy</b>	<b>13. James Houghton Delegate: Paul le Miere</b>
	<b>Allocated by selection panel (3 seats)</b>	<b>Māori interests</b>	<b>14. Weo Maag Delegate: to be confirmed</b>
		<b>Māori interests</b>	<b>15. Gina Rangi Delegate: to be confirmed</b>
		<b>Environment/ NGOs</b>	<b>16. Tony Roxburgh Delegate: David Campbell</b>
	<b>Possible new seat</b>	<b>Rural professionals</b>	<b>17. Phil Journeaux Delegate: to be confirmed</b>
<b>Community representatives</b>	<b>Existing seats</b>		<b>18. Jason Sebastian</b>
			<b>19. Brian Hanna</b>
			<b>20. Gayle Leaf</b>
			<b>21. Evelyn Forrest</b>
	<b>Possible new seats</b>		<b>22. Hone Turner</b>
			<b>23. Gwyneth Verkerk</b>
			<b>24. Ruthana Begbie</b>
		<b>25. Matt Makgill</b>	

Minutes Healthy Rivers: Wai Ora Committee 5 August 2014

THAT the criteria used for the original appointments to the Collaborative Stakeholder Group be applied to the replacement of vacancies on the CSG:

- a. Sectors will nominate their own representatives to the sector seats.
- For the unallocated sector, Maori interest and/or community seats, seek:
- a. Balance across the four wellbeings (social, cultural, economic, environmental)
  - b. A demographic and geographic balance
  - c. Candidates with the right skills (communicative, consider multiple views, solutions oriented, synthesise technical information, innovative)
  - d. Candidates with networks, influence and mandate
  - e. Candidates must be able to maintain a separation between decision making roles and the functions of the CSG.

THAT based on the criteria above, the following appointments be made:

- a. Maori interests (1 seat): Alamoti Te Pou
- b. Community representatives (1 seat): Liz Stolwyk

THAT the Environmental/non-government organisation seat be appointed by the sector and confirmed by the co-chairs of Healthy Rivers Wai Ora Committee.

THAT any future vacancies on the CSG apply the criteria above and authority be delegated to the co-chairs of Healthy Rivers Wai Ora Committee to confirm replacements.

(Res. No. WRC 14/225 dated 28 August 2014) – reported into Open meeting.

*THAT the Healthy Rivers Wai Ora Committee support the appointment of Bill Wasley as Chairperson and Helen Ritchie as Facilitator on the Collaborative Stakeholder Group. (pt Rec HR14/18 dated 17 December 2014; pt WRC15/99 dated 26 February 2015).*

*THAT Council's recommended amendments to the Focus Statement be approved –  
"To come up with proposed limits, timelines and practical options for managing contaminants and discharges into the Waikato and Waipa catchments to ensure our rivers and lakes are safe to swim in and take food from, support healthy biodiversity and provide for social, economic and cultural wellbeing".  
(Rec HR14/19 dated 17 December 2014; pt WRC15/99 dated 26 February 2015).*

## Contracts Subcommittee

**REPORTING TO:**

Finance Committee

**CONSTITUTION:**

Chairperson of Finance Committee  
Deputy Chair person of the Finance Committee  
(resolution WRC15/135)  
Chair of Committee relevant to the business  
area entering into the contract (or Council Chair  
where there is no relevant Committee)  
~~Chief Executive Officer~~ Council Chair (resolution  
WRC15/410)

**MEETING FREQUENCY:**

As required on referral from the Tenders Board.

**OBJECTIVE:**

To consider all multi-year contracts as  
described below.

**SCOPE OF ACTIVITY:**

On referral from the Tenders Board to receive for final approval all multi-year contracts as  
described below.

**POWER TO ACT:**

1. To approve all contracts with a value greater than \$500,000 that have a term of greater  
than one year. The Contacts Subcommittee delegation be limited to multi-year contracts  
where the average annual spend is less than \$2.5m per annum, or where the contract  
value exceeds the long term plan budget provision by less than \$500,000 per annum or  
\$2.5m in total.

## Drainage Advisory Subcommittees

- REPORTING TO:** Integrated Catchment Management Committee
- CONSTITUTION:** Appointments made by the Council of landowner representatives from the relevant drainage area (refer to attached membership schedule for each Drainage Advisory Subcommittee)
- Constituent Councillor/s
- ~~One of the two Co-Chairs, Integrated Catchment Management Committee, being either the one from the 'west' [Waikato] catchment or the one from the 'east' [Hauraki/Coromandel] catchments (depending on the geographic location of the respective drainage area).~~  
*Chairperson, Integrated Catchment Management Committee (ex-officio with full voting rights)*
- MEETING FREQUENCY:**
- |                  |   |
|------------------|---|
| Aka Aka Otua     | Monthly   |
| Thames Valley    | Quarterly ( <i>frequency confirmed pt Rec No. ICM14/103 of 27/11/14</i> ) |
| Franklin Waikato | Annually  |
| Waikato Central  | Quarterly   |
- Annually or as required
- OBJECTIVE:** To oversee the appropriate programmes to provide for the effective and efficient discharge of Council's drainage responsibilities.
- SCOPE OF ACTIVITY:**
1. To provide input into the work programmes for land drainage maintenance.
  2. To be a local focus and contact for land drainage issues.
  3. To facilitate the flow of information between ratepayers and staff.
  4. To provide input into asset management plan and rating system reviews.
  5. To consider and recommend on matters relevant to drainage in the nominated area(s).
- POWER TO ACT:**
1. To conduct meetings for the purposes outlined, including receipt of reports
  2. To generally oversee and monitor the Council's annual work programmes within the nominated areas; and to assist as necessary or as appropriate in the implementation of programmes
  3. To review and recommend a proposed annual work programme and budget

- 1 To recommend in respect of new policy or policy amendments in order to carry out functions.

### **CHIEF EXECUTIVE – POWER TO ACT**

Refer to Section 2.3.2 of the Delegations Manual

### **DRAINAGE ADVISORY SUBCOMMITTEES**

- Aka Aka Otaua
- Franklin Waikato
- Thames Valley
- Waikato Central



## Constitution/Membership

### Aka Aka/Otaua Drainage Advisory Subcommittee

Appointed by Council in June 2014 following a nomination and informal ballot process within each subdivision.  
Nomination and informal ballot process to be undertaken in 2017

Representation from	No. of members	Name/s
<del>Drainage Ratepayer representatives (appointment for a three year term from 1 July 2011 to 30 June 2014) (Res Nos. CAT11/28.2 dated 8 June 2011 and WRC11/126.1 dated 29 June 2011)</del>	<del>7</del>	<del>S Goodwright J Keary R Litchfield C Shuker B Smith T Volz T Walters</del>
Drainage Ratepayer representatives (appointment for a three year term from 1 July 2014 to 30 June 2017) (Res Nos. ICM14/40 dated 10 June 2014 and WRC14/157 dated 26 June 2014)	7	S Goodwright J Keary R Litchfield C Shuker B Smith T Volz T Walters
Waikato Regional Council Constituency Councillor	1	Cr PR Buckley
<del>'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee (ex officio) Chairperson, Integrated Catchment Management Committee (ex officio)</del>	<del>1</del>	<del>Cr ST Kneebone  Cr ST Husband</del>

## Constitution/Membership

### Franklin Waikato Drainage Advisory Subcommittee

Appointed by Council in June 2011 following a nomination and informal ballot process within each subdivision.  
Nomination and informal ballot process to be undertaken in 2014

Representation from	No. of members	Name/s
Te Kohanga, Tuakau, Onepoto and Onewhere Downstream drainage areas (formerly FDC)	1	B Finlayson
Mangatawhiri drainage areas compartments (formerly FDC) <i>(pt Res No. CAT11/66 dated 25 November 2011)</i>	1	M Dean (Chair from 30/9/2011)
Bell Road and Motukaraka drainage areas (formerly FDC)	1	M Twining
Orton, Punga and Kaawa drainage areas (formerly FDC)	1	A Harwood
Morrison Swamp and Waller Commins drainage areas (formerly FDC) <i>(pt Res No. CAT11/66 dated 25 November 2011)</i>	1	A Thomas (Deputy Chair from 30/9/2011)
Island Block, Vrsaljkos Road, Orchard Road, Traverse Road and Swann Road drainage areas (existing WDC)	1	F Greene
Meremere East and Meremere West drainage areas (existing WDC)	1	M Peters
Waikare Rangiriri, Waikare West, Lake Ohinewai, Waikare Frost Road, Waikare Nikau and Mangawara drainage areas (existing WDC) <i>(areas to be transferred to WRC in July 2012 — membership to be considered at that time)</i>	1	**
Ruawaro Furniss, Ruawaro North, Ruawaro Central, Ruawaro East, Ruawaro West, and Ruawaro No. 2 drainage areas (existing WDC)	1	B Darby
Austins, Blairs, Guests, Hills, Horohoro, Huntly West, Okowhau and Pukekapia 1 & 2 drainage areas (existing WDC)	1	T Simpson
Churchill East, Rangiriri North, Ohinewai, Kimihia and Kimihia pumped drainage areas (existing WDC)	1	P Scott
Waikorea, Waimai, Mangati (existing WDC) <i>(areas to be transferred to WRC in July 2012 — membership to be considered at that time)</i>	1	**
Waikato Regional Council Constituency Councillors	2	Cr PR Buckley Cr TM Stark
'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee (ex officio)	1	Cr ST Kneebone
Chairperson, Lower Waikato Liaison Subcommittee (ex officio)	1	M Lumsden <i>M Lumsden (from</i>

## Constitution/Membership

### Franklin Waikato Drainage Advisory Subcommittee

Appointed by Council in June 2014 following a nomination and informal ballot process within each subdivision.  
Nomination and informal ballot process to be undertaken in 2017

Representation from	No. of members	Name/s
Te Kohanga, Tuakau, Onepoto and Onewhero Downstream drainage areas	1	B Finlayson
Mangatawhiri drainage areas <i>All compartments</i>	1	M Dean ( <i>Chair</i> ) ( <i>pt Rec No. ICM14/103 of 27/11/14</i> )
Bell Road and Motukaraka drainage areas	1	M Twining
Orton, Punga and Kaawa drainage areas	1	A Harwood
Morrison Swamp and Waller Commins drainage areas	1	A Thomas ( <i>Deputy Chair</i> ) ( <i>pt Rec No. ICM14/103 of 27/11/14</i> )
Island Block, Vrsaljkos Road, Orchard Road, Traverse Road and Swann Road drainage areas	1	F Greene
Meremere East and Meremere West drainage areas	1	M Peters
Waikare Rangiriri, Waikare West, Lake Waikare Ohinewai, Waikare Frost Road, Waikare Nikau and Mangawara drainage areas	1	<b>Vacant</b>
Ruawaro Furniss, Ruawaro North, Ruawaro Central, Ruawaro East and Ruawaro West and <del>Ruawaro No. 2</del> drainage areas	1	B Darby
Austins, Blairs, Guests, Hills, Horohoro, Huntly West, Okowhau and Pukekapia 1 and Pukekapia 2 drainage areas	1	T Simpson
Churchill East, Rangiriri North, Ohinewai, Kimihia and Kimihia pumped drainage areas (existing WDC)	1	P Scott
Waikorea, Mangati	1	<b>Vacant</b>
Waikato Regional Council Constituency Councillors	2	Cr PR Buckley Cr TM Stark
<del>'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee (ex officio)</del> <i>Chairperson, Integrated Catchment Management Committee (ex officio)</i>	1	Cr ST Kneebone  <i>Cr ST Husband</i>
Chairperson, Lower Waikato Liaison Subcommittee (ex officio)	1	<i>Yet to be appointed</i>

Note – edits to drainage area names – refer email from Roger Spooner #3133531

## Constitution/Membership

### Thames Valley Drainage Advisory Subcommittee

Appointed by Council in June 2011 following a nomination and informal ballot process within each subdivision. Nomination and informal ballot process to be undertaken in 2014

Representation from	No. of members	Name/s
Hungahunga subdivision	4	SR Lunjevich
Manawaru subdivision	4	SB Steverson
Waihekeau subdivision	4	S Hannah
Tatuanui subdivision	4	R Butterworth
Whakahoro subdivision	4	PD Le Heron
Waitoa subdivision	4	R McIntyre
Waihou subdivision	4	W Gore (Deputy Chair)
Elstow subdivision	4	IH Coombe
Tahuna subdivision	4	AJ Arnet (Chair)
Waikato Regional Council Constituency Councillor	1	Cr CW Graf
<del>'east' [Hauraki/Coromandel] catchment Co-Chair, Integrated Catchment Management Committee (ex officio)</del>	4	Cr ST Husband

## Constitution/Membership

### Thames Valley Drainage Advisory Subcommittee

Appointed by Council in June 2014 following a nomination and informal ballot process within each subdivision. Nomination and informal ballot process to be undertaken in 2017

Representation from	No. of members	Name/s
Hungahunga subdivision	1	SR Lunjevich
Manawaru subdivision	1	SB Steverson
Waihekeau subdivision	1	S Hannah
Tatuanui subdivision	1	R Butterworth
Whakahoro subdivision	1	PD Le Heron
Waitoa subdivision	1	R McIntyre (Deputy Chair)
Waihou subdivision	1	W Gore
Elstow subdivision	1	IH Coombe
Tahuna subdivision	1	AJ Arnet (Chair)
Waikato Regional Council Constituency Councillor	1	Cr CW Graf
<del>'east' [Hauraki/Coromandel] catchment Co-Chair, Integrated Catchment Management Committee (ex officio)</del> <i>Chairperson, Integrated Catchment Management Committee (ex officio)</i>	1	Cr ST Husband

## Constitution/Membership

### Waikato Central Drainage Advisory Subcommittee

*Appointed by Council in June 2011 following a nomination and informal ballot process within each subdivision.  
Nomination and informal ballot process to be undertaken in 2014*

Representation from	No. of members	Name/s
Freshfield subdivision and WDC Komakorau, Hopuhopu, Kirikiriroa drainage areas	1	MA Bain
Komakorau subdivision	1	RJ Wise
Tenfoot & Uapoto subdivisions	1	KN Amen
Tauhei subdivision	1	J Fransen
North Mangawara & South Mangawara subdivisions	1	AR McQuoid
Mangaonua subdivision	1	RE Smith
Waitakaruru subdivision	1	M Steffert
Rotokauri subdivision (incl Ohote Basin) & WDC Koromatua drainage area	1	R Barris
Ngaruawahia subdivision & WDC Te Kowhai drainage area	1	N Smith (Chair)
Fencourt & Hautapu	1	P Williams
Rotomanuka	1	R Mourits (Deputy Chair)
Ohaupo/Ngaroto	1	R Karl
WDC Matangi, Tamahere, Pukeroro	1	Graham Membery
Waikato Regional Council Constituency Councillors	2	Cr RM Simcock Cr LA Livingston
'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee (ex officio)	1	Cr ST Kneebone

The representation from the Waikato District Council drainage areas would not be included until the formal transfer process for those particular drainage areas has been completed.

## Constitution/Membership

### Waikato Central Drainage Advisory Subcommittee

*Appointed by Council in June 2014 following a nomination and informal ballot process within each subdivision.  
Nomination and informal ballot process to be undertaken in 2017*

Representation from	No. of members	Name/s
Freshfield subdivision, Kirikiriroa, Komakorau, Hopuhopu, Kirikiriroa Horsham Downs drainage areas	1	MA Bain
Komakorau subdivision, <i>Puketaha and Greenhill</i>	1	<i>C Gardiner #</i>
Tenfoot & Uapoto subdivisions	1	KN Amon
Tauhei subdivision	1	J Fransen
North Mangawara & South Mangawara subdivisions	1	<i>C Graham #</i>
Mangaonua subdivision	1	<i>B Walker #</i>
Waitakaruru subdivision (including Manor Park)	1	M Steffert
Rotokauri subdivision (incl Ohote Basin) & Koromatua drainage area	1	<i>D Rawlence#</i>
Ngaruawahia subdivision, Te Kowhai & Ngaruawahia North drainage area	1	N Smith ( <i>Chair</i> )
Fencourt & Hautapu	1	<i>E Shattock #</i>
Rotomanuka	1	R Mourits ( <i>Deputy Chair</i> )
Ohaupo/Ngaroto	1	<i>J Blair #</i>
WDC Matangi, Pukeroro	1	G Membery*
Waikato Regional Council Constituency Councillors	2	Cr RM Simcock Cr LA Livingston
<del>'west' [Waikato] catchment Co-Chair, Integrated Catchment Management Committee (ex officio)</del> <i>Chairperson, Integrated Catchment Management Committee (ex officio)</i>	1	Cr ST Kneebone  <i>Cr ST Husband</i>

# new member to the Subcommittee for the 2014-2017 term. For correct spelling of Gardiner refer nomination form #3024869 (Council minutes spelling as Gardner incorrect).

*\*THAT the Council decision (WRC14/157 to accept the recommendation of the ICM Committee (ICM14/40) be amended to appoint Graham Membery to the Waikato Central drainage subcommittee and remove Ray Smith.*

*(Res. No. WRC 14/227 dated 28 August 2014 – reported into Open meeting).*

Note – edits to drainage area names – refer email from Roger Spooner #3133586 04/09/2015 – Edits to North & South Mangawara subdivision and Rotokauri & Koromatua - refer email from Roger Spooner Doc # 3501703.

# Hearings Appointment Subcommittee

<b>REPORTING TO:</b>	Council
<b>CONSTITUTION:</b>	Chairperson of Council [PA Southgate] Deputy Chair of Council [TS Mahuta] Chairperson of Strategy & Policy Committee [RM Simcock] Deputy Chair of Strategy & Policy Committee [TM Stark]
<b>MEETING FREQUENCY:</b>	As required
<b>OBJECTIVE:</b>	To establish case specific resource consent and statutory policy process Hearing Committees and appoint members to the Hearing Committee including Hearing Commissioners.

## SCOPE OF ACTIVITY:

1. To establish and appoint case specific Hearing Committees as required to hear and:
  - a) decide on resource consent applications; applications to change consent conditions; reviews of consent conditions; Section 357 of the Resource Management Act 1991 objections and/or any other application made in terms of the Part VI provisions and appeals against the decisions of Hearing Committees.
  - b) make recommendations to the Council on:
    - i) any proposed policy statement or plan, or any change or variation to a policy statement or plan under Schedule One, Resource Management Act 1991 and any subsequent appeals.
    - ii) all other statutory policy processes including, but not limited to, Regional Pest Management Strategies, Regional Land Transport Strategies, Bylaws and Catchment Management Plans (i.e. matters that would be referred to the Policy Committee for adoption as a proposed document for public submission) and any subsequent appeals lodged.

Hearing Committees may be composed of Councillors and/or Independent Commissioners. All appointed Hearing Committee members must hold current certification in the Local Government New Zealand/Ministry for the Environment "Making Good Decisions" certification programme.

Where resource consent and statutory policy process Hearing Committees include Councillors, the following factors must be taken into account:

- (a) any conflict of interest between Committees and/or a Committee member;
- (b) any conflict of interest identified by the Subcommittee or raised by applicants and/or submitters;
- (c) the need for specific expertise in particular cases;
- (d) the need to manage the workload of Councillors by allocating the resource consent and other statutory policy process hearing workload among Councillors, depending on meeting commitments and availability;

the need for any particular local knowledge.

For those resource consent applications covered by section 26 of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, the Hearing Committee appointments must be made in accordance with section 28.



When Commissioners are appointed to hear and decide on cases authority shall be delegated together with all the ancillary powers pursuant to s34A of the Resource Management Act 1991.

To decide whether in the case of a joint hearing a joint decision is appropriate pursuant to s102(3) of the Resource Management Act 1991 taking into consideration the differing environmental functions and issues of the decision making authorities.

To provide suggestions to the Minister regarding membership for the Environment Boards of Inquiry when resource consent application/s are called in, or in cases when time does not permit, to endorse or withdraw the suggestions submitted by the Group Manager, Resource Use.

To seek and receive regular reports on matters pertaining to the Hearings Appointment Subcommittee including, but not limited to, statistical information to assist with workload planning for statutory hearings and Commissioner fees.

To authorise resource consent Hearing Committees to act, as appropriate with respect to the exercise of various powers prior to the commencement of a hearing under sections 40, 41, 41B, 41C, 42, 42A and 99 of the Resource Management Act 1991.

With respect to appeals to the Environment Court from Hearing Committee decisions to authorise the relevant Hearing Committee to consider and decide upon consent orders negotiated by staff and appellants or provide guidance necessary to resolve the appeals in Environment Court proceedings.

In cases where mediation is appropriate, the Subcommittee will advise the Chief Executive Officer to delegate to an appropriate officer or other person the authority to conclude the mediation process.

.....

**THAT:**

For the period until the Committee Structure has been adopted, the Chairperson of Council be authorised to:

- (i) Determine any interim meeting representation/attendance requirements; and/or
- (ii) To establish hearing committees and appoint the membership for all resource consent hearings on receipt of a report and recommendation from the Manager Statutory Processes and Group Manager Resource Use; and that

[pt Res No. WRC 13/251.3 31/10/2013].

## Resource Consent Hearing Committees

### **Landowners and Residents of Slipper Island (swing mooring structures in the cma at Home Bay and South Bay, Slipper Island, Coromandel Peninsula)**

(Application Nos 127429.01.01, 127430.02.01, 127472.01.01, 127476.01.01, 127661.01.01, 127663.01.01, 127688.01.01, 127689.02.01, 127703.01.01, 127703.02.01, 127706.01.01, 130021.01.01, 130567.01.01)

Commissioners G Hill [Chair], A Olsen

(Res No. HAS14/02 dated 12 February 2014)

### **NZ Transport Agency (Hamilton section of the Waikato Expressway)**

(Appn Nos 130361.01.01-130361.09.01)

(hearing pursuant to s28 of the Waikato River Settlement Act)

Commissioners PH Mitchell (jointly appointed Chair), D Hill (WRC appointee), S Solomon (WRA appointee)

(Res No. HAS14/02.1 dated 12 February 2014)

### **NZ Transport Agency and Hamilton City Council (Southern Links section of the Waikato Expressway)**

Appn No 127679.01.01 – NZTA, and Appn Nos 127680.01.01 and 127680.02.01 – HCC

(hearing pursuant to s28 of the Waikato River Settlement Act)

Commissioners PH Mitchell (jointly appointed Chair), D Hill ( WRC appointee), S Solomon (WRA appointee)

(Res No. HAS14/05 dated 8 May 2014)

### **Mokau Sands Ltd (dune restoration works)**

(Appn No 130450)

Commissioners C Shearer, A Olsen

(Res. No. HAS14/07 dated 12 June 2014).

### **Coromandel Marine Farmers Association Inc (to cancel or change conditions relating to the requirement of bond)**

Appn No. 133808

Commissioners P Crawford (Chair), A Olsen

(Res. No. HAS14/15 dated 9 December 2014)

### **Mokau Sands Ltd (motor camp development and operation)**

Appn Nos 124641-124643

Commissioners C Shearer, A Olsen

Joint hearing with Waitomo DC, but not a joint decision.

(Res No. HAS15/02 4 February 2015).

## **Other Statutory Hearing Committees**

### **Draft Waikato Regional Public Transport Plan 2015-2025**

THAT the report Committee Establishment – Draft Waikato Regional Public Transport Plan 2015-2025 (Doc #3215609 dated 17/11/2014) be received, and

THAT a Hearing Committee be established in accordance with the Terms of Reference (Appendix 1) to hear and decide on submissions lodged on the Draft Waikato Regional Public Transport Plan 2015-2025 as per the Hearing Procedures (Appendix 3), and

THAT the membership of the Draft Waikato Regional Public Transport Plan 2015-2025 Hearing Committee comprise:

- oo) One (1) member from the RPTP Development Committee representing Waikato Regional Council and who shall be the Chair of the Hearing Committee being Cr Lois Livingston;
- ii) One (1) member from the RPTP Development Committee representing Hamilton City Council being Cr Margaret Forsyth;
- iii) One (1) member from the RPTP Development Committee representing territorial authority funders of public transport services being Cr Grahame Webber; and
- iv) One (1) representative, representing the NZ Transport Agency, as a non-voting technical advisor to the Hearing Committee being Robert Brodnax.

*(Res No. HAS14/13 dated 9 December 2014)*

### **Draft Waikato Regional Land Transport Plan 2015-2045**

THAT the report Hearing Committee Establishment – Draft Waikato Regional Land Transport Plan 2015-2045 (Doc #3215890 dated 17/11/2014) be received, and

THAT a Hearing Committee be established in accordance with the Terms of Reference (Appendix 2) to hear and decide on submissions lodged on the Draft Waikato Regional Land Transport Plan 2015-2045 as per the Hearing Procedures (Appendix 3), and

THAT the membership of the Draft Waikato Regional Land Transport Plan 2015-2045 Hearing Committee comprise:

- i) One (1) member from the Regional Transport Committee (RTC) representing Waikato Regional Council being Cr Hugh Vercoe, Chairman of the RTC, who will be the Chair of the Hearing Committee;
- ii) One (1) member of the RTC representing Hamilton City Council being Cr Leo Tooman;
- iii) One (1) member of the RTC representing other territorial authorities in the region being Mayor Max Baxter; and
- iv) One (1) representative, representing the NZ Transport Agency, as a non-voting technical advisor to the Hearing Committee being Robert Brodnax.

*(Res No. HAS14/14 dated 9 December 2014)*

## Regional Public Transport Plan 2015-2025 Hearing Committee

- REPORTING TO:** Waikato Regional Council
- CONSTITUTION:** One member from the RPTP Development Committee representing Waikato Regional Council and who shall be the Chair of the Hearing Committee;
- One member from the RPTP Development Committee representing Hamilton City Council; and
- One member from the RPTP Development Committee representing territorial authority funder of public transport services
- One representative, representing the NZ Transport Agency, as a non-voting technical advisor to the Hearing Committee.
- MEETING FREQUENCY:** As required following the 'proposal' of the Draft Regional Public Transport Plan (and after the public notification and submission period requirements have been met).
- OBJECTIVE:** To consider the submissions received to the Draft Waikato Regional Public Transport Plan 2015-2025

**SCOPE OF ACTIVITY:**

- a) to consider all submissions received in respect of the Draft Waikato Regional Public Transport Plan 2015-2025, including verbal presentations from submitters wishing to be heard, and
- b) to report to the Waikato Regional Council on the decisions for submissions, including any amendments/changes to the Draft Waikato Regional Public Transport Plan 2015-25
- c) to recommend the final Waikato Regional Public Transport Plan 2015-2025 to the Waikato Regional Council for adoption.

**POWER TO ACT:**

1. To conduct meetings for the purpose of hearing and considering submissions made on the Draft Waikato Regional Public Transport Plan 2015-25.
2. To deliberate on the submissions received for the purpose of making recommendations (with reasons) to the Waikato Regional Council for adoption of the Waikato Regional Public Transport Plan 2015-2025 including any amendments/changes.

## **TERMS OF REFERENCE**

### **Regional Land Transport Plan 2015-45 Hearing Committee**

**REPORTING TO:** Waikato Regional Council via the Regional Transport Committee (RTC).

**CONSTITUTION:** One (1) member of the RTC representing Waikato Regional Council being the Chairman of the RTC, who will be Chair of the Hearing Committee  
One (1) member of the RTC representing Hamilton City Council  
One (1) member of the RTC representing other territorial authorities in the region  
One (1) representative, representing the NZ Transport Agency, as a non-voting technical advisor to the Hearing Committee.

**MEETING FREQUENCY:** As required following the 'proposal' of the Draft Regional Land Transport Plan 2015-45 (and after the public notification and submission period requirements have been met).

**OBJECTIVE:** To consider the submissions received to the Draft Waikato Regional Land Transport Plan 2015-45.

**SCOPE OF ACTIVITY:**

- a) to consider all submissions received in respect of the Draft Waikato Regional Land Transport Plan 2015-45, including verbal presentations from submitters wishing to be heard, and
- b) to report to the Waikato Regional Council via the Regional Transport Committee with recommendations for adoption including any amendments/ changes to the Draft Waikato Regional Land Transport Plan 2015-45.

**POWER TO ACT:**

- 1. To conduct meetings for the purpose of hearing and considering submissions made on the Draft 2015-45 Waikato Regional Land Transport Plan.
  
- 1. To deliberate on the submissions received for the purpose of making recommendations (with reasons) to the Waikato Regional Council via the Regional Transport Committee for adoption of the Waikato Regional Land Transport Plan 2015-45 including any amendments/changes.

## **Attachment 3:**

### **STATUTORY PLANNING PROCESS HEARING COMMITTEES**

#### **HEARING PROCEDURES**

1. Every person who has made a submission and stated that they wish to be heard, may speak either personally or be represented by legal counsel or any other authorised representative.
2. If any person wishes to give their written or spoken evidence in Maori, Waikato Regional Council needs to be informed of this at least five (5) working days before the hearing so that a qualified interpreter can be provided. Alternatively, an interpretation may be provided by the person giving the evidence at the hearing.
3. No cross examination is permitted.
4. Only the Chairperson or members of the Hearing Committee may ask questions of any person appearing/making a statement during the course of the hearing.
5. The Chairperson of the Hearing Committee may recall any person who has made a statement where considered appropriate to further clarify or elaborate on any matter raised in evidence.
6. The Chairperson of the Hearing Committee may, if it is considered that there is likely to be excessive repetition, limit the circumstances in which parties that have the same interest or stance on an issue may speak or give evidence in support.
7. The hearings will be held in public except where the Hearing Committee determines that the public should be excluded pursuant to one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987.

## Council Entitlements Summary

	<b>Membership requirements</b>	<b>Councillor Appointees</b>
<i>(Proposed) 1080 Working Group</i>	<i>ToR being drafted</i>	
2020 Taupo-nui-a-tia Action Plan Joint Management Group	1 elected member 1 staff appointee	Cr KA White
Farm Environment Award Trust	2 elected members	Cr AD Livingston Cr ST Kneebone
Future Proof Implementation Committee (Hamilton Sub Regional Growth Strategy Joint Committee)	2 elected members	Cr PA Southgate Cr PR Buckley
Hauraki Gulf Marine Spatial Plan Project Steering Group	2 elected members (one of which is to be the Hauraki Gulf Forum rep)	Cr PR Buckley Cr TH Bramley
Local Government New Zealand Zone 2	3 elected members	Cr PA Southgate, Cr PR Buckley, Cr GWH Vercoe
Maungatautari Reserve Management Committee	1 elected member	Cr ST Kneebone
Mighty River Domain and Karapiro Reserves Committee	1 elected member	Cr AD Livingston
Rotokauri Lake Management Committee	1 elected member	Cr PR Buckley
TB Free Waikato Committee	1 elected member	Cr ST Husband Cr C Graf (WRC15/162)
<i>(Three) Waters Governance Group</i>	<i>1x non-voting member</i>	<i>Cr AD Livingston</i>
Waikato Agricultural Advisory Committee	1 elected member	Cr TM Stark
<i>Waikato Regional Heritage Forum (Refer #3265702 dated 21/1/2015) and Rec No. SPC15/05 of 4/2/2015, WRC Res 15/101 of 26/2/2015</i>	<i>Proposed membership a WIP</i>	
SH3 Working Group	2 elected members (one of which to be the chair of RTC and the other to be a constituent Councillor)	Cr GWH Vercoe Cr AD Livingston
SH 1/29 East Coast Main Trunk Line Working Group	1 elected member (which is the chair of Regional Transport Committee)	Cr GWH Vercoe
Lake Taupo Protection Trust	No appointments required	
Local Authority Shared Services Limited	No appointments required	

Regional Software Holdings Limited	No appointments required	
Martha Trust	No appointments required	
Animal Ethics Committee	Nominate 1 'suitable person' to sit on the AgResearch Ruakura Animal Ethics Committee.	Cr J Hennebry
Taupo-nui-a-tia Management Board	No appointments required at this time	
Waikato River Authority	No appointments required at this time	



## **1080 Working Group**

*That the Terms of Reference for a 1080 working group, with a focus on understanding our consenting activities and review of alternatives to the use of 1080 and including the working group objectives, mandate and membership to be drafted for Council approval.*

*Rec. No. EPC14/30 dated 25/11/2014  
Res No. WRC14/286.3 dated 11/12/2014*

*THAT the report 1080 Working Party Terms of Reference (Doc #3290329 dated 17 February 2015) be received.  
(Res No. WRC 15/109.1 dated 26 February 2015)*

*THAT the 1080 Working Party Terms of Reference (Doc #3240945) limited to Purpose 1, 2, 3, 6 and 7 be adopted.  
(Res No. WRC15/109.2 dated 26 February 2015)*

# Terms of Reference

## Waikato Regional Council 1080 Working Group

### 1 Introduction

#### 1.1 Purpose of this document

This document defines the Terms of Reference (TOR) for the Waikato Regional Council 1080 Working Group established by council resolution on [date].

#### 1.2 Background

The 1080 Working Group has been set up in response to a series of discussions about the use of aerially-applied 1080 toxin in the Waikato region. These discussions were held at the Coromandel Liaison Zone Subcommittee, the Environmental Performance Committee (EPC) and a Waikato Regional Council workshop convened to cover a range of topics relevant to management of animal pest species in the Waikato region with particular emphasis on the use of 1080 as a control tool.

These discussions culminated in a council resolution to establish a working group to:

- Review the effectiveness of the monitoring of resource consents for aerially-applied 1080;
- Review current research into alternatives to aerially-applied 1080; and
- Recommend available tools and techniques for cost-effective animal pest control that will meet the council's statutory obligations and community expectations.

Further, during councils long term plan deliberations it was resolved that this working group also develop for approval by council, conditions for the disbursement of funds allocated to support trial of alternative possum control methods.

#### 1.3 Purpose of the 1080 working group

The purpose of the 1080 working group will be to:

1. Approve a brief to the Office of the Auditor General (OAG) for a review of Waikato Regional Council's processes for monitoring resource consents for aerially-applied 1080
2. Receive and consider the response from the OAG
3. Request, receive and collate agencies' responses to the information provided in "The Waikato Region 1080 Poison Report", presented to the November EPC
4. ~~Commission, receive and consider literature review of research into alternatives to 1080 with the objective of updating available information on research trials commissioned subsequent to the Environmental Protection Agency's 2007 review of 1080 for use in pest control in New Zealand~~
5. ~~Review Environmental Protection Agency reports into use of 1080, published since 2007 review~~
6. Develop, for approval by council, conditions for the disbursement of funds allocated to support trial of alternative possum control methods
7. Report back to a workshop of councillors and catchment chairs in June 2015
8. ~~Establish a budget allocation as part of mid-year review forecast should the work of the group require project funding~~

## 2 Membership and process

Role	Appointments (Res No. WRC15/109.3 of 26 February 2015)
Chair /or Deputy Chair of WRC (Chair of 1080 working group)	<i>Deputy Chair of Council (as Working Party Chair) [being Cr TS Mahuta]</i>
Chair of Environmental Performance Committee	<i>[being Cr CW Graf]</i>
Chair of Integrated Catchment Management Committee	<i>[being Cr ST Husband]</i>
Chair of Strategy and Policy Committee	<i>Appointment declined by Cr Simcock</i>
Additional members as appointment by Council (Insert names)	<i>Crs TH Bramley and KA White</i>

The above membership will ensure that cultural interests are represented through the inclusion of at least one of the constituent Maori representatives.

### 2.1 Process and support

**Relationship with councillors:** all councillors will be advised of meeting dates with an invitation for optional attendance so that all councillors feel welcome to attend and participate

**Relationship with staff:** Staff support will be provided to the working group through the working group chairperson in consultation with the Integrated Catchment Director. Information collation, analysis and reporting will be undertaken through contracted services procured by the Director.

**Resources and milestones:** It is anticipated that the working group will work within existing resources. Any additional resource requirement will need council approval.

The working group will meet approximately four times, concluding June 2015:

- First meeting post adoption of Terms of Reference to Council, 26 February, and consider any need for additional budget approval to complete the work group's project. Summarise the issues to be addressed and review / request responses from government departments as appropriate.
- Second meeting: review information received as follow up to first meeting, and confirm any additional project briefs.
- Third meeting: review information and deliverables against terms of reference 1.3 purpose and prepare a draft summary of conclusions.
- Fourth meeting: finalise working group report to be presented to the workshop of councillors and catchment chairs in June 2015.

# 2020 Taupo-nui-a-tia Action Plan

## Joint Management Group

### Background

Ngāti Tūwharetoa and the community have, for a long time, been aware of the need to protect the health and wellbeing of Taupō Moana. The ongoing management of non-commercial activities within the Taupō Moana is primarily undertaken by the Taupō -nui- ā -Tia Management Board as if the Lake were a reserve. The Taupō Waters Trust (Tūwharetoa Trust Board) is responsible for commercial activities. There are also a number of other agencies with distinct, separate but complementary roles that manage the activities on the Lake.

The 2020 Taupō -nui-ā-Tia Project clarifies the roles and responsibilities of the different agencies involved in the Lake's management and provides a coordinated approach toward ensuring targets for the wellbeing of the Lake are met. The principle of the group is to share information and coordinate efforts toward achieving shared outcomes and integrated relationship building.

### Objectives:

The objectives of the Joint Management Group are to ensure that:

- Taupo Moana and the catchment are managed in an integrated and sustainable way into the future
- The outcomes identified in the 2020 Plan are achieved
- The actions identified in the 2020 Plan are embedded in the agencies planning documents

### Purpose:

The joint management group will achieve these objectives by:

- Facilitating dialogue on key issues relating to Taupo Moana and its catchment between the management agencies (Tuwharetoa Trust Board, Waikato Regional Council, Taupo District Council, Department of Conservation and Department of Internal Affairs).
- Promoting the implementation of the action plan within different agencies work programmes
- Promoting the implementation of the monitoring and indicators identified in the 2020 PLAN as well as the work detailed in the 2020 monitoring plan
- To identify gaps in research and coordinate where opportunities exist
- Assess progress of the 2020 PLAN and the effectiveness of the actions identified.
- Report five yearly on progress of the action plan.
- Meet twice a year to ensure consistent and integrated planning of management practices.
- Public Relations

### Membership:

The membership is made up of the five agencies and a community representative with a mix of governance and staff. Community groups or staff with experience relative to topics of discussion can be invited to meetings at the JMG's discretion.

Each lead manager is responsible for deciding who the most appropriate representative is for their respective agency.

The joint management group will consist of the following members:

- Tuwharetoa Maori Trust Board – three members
- Waikato Regional Council – two members (1 governance, 1 staff)
- Thames District Council – three members (2 governance, 1 staff)
- Department of Conservation – two members
- Department of Internal Affairs – two members
- Lakes and Waterways Action Group – two members

Additional members may be invited by unanimous agreement of the JMG. Important to have a representative

The chairperson of the JMG will be appointed every two years by nomination and vote by the JMG. The chairperson's responsibilities are to:

- Facilitate the meetings
- Ensure meetings are held during the year
- Encourage the agencies to collaborate and take responsibility for their respective actions
- Report results on behalf of the JMG when necessary

The co-ordination will be a role shared between the respective agencies. The responsibilities are to:

- Support the chairperson in planning the meeting schedule and communicating that information to members
- Record minutes of the meeting

Frequency

Three times per year or as otherwise required.

<b>WRC Membership</b>	
Entitlement:	1 elected member
	1 staff appointee (by CEO)

**Action:** Appoint 1 Waikato Regional Council elected member.  
Cr KA White

## **FARM EFFLUENT SYSTEMS MONITORING WORKING PARTY**

THAT Council establish a working party with nominated representatives from the dairy leader's forum and three Councillors [*Res No. WRC14/163.2 dated 26 June 2014*].

THAT the working party be tasked with investigating the various options for monitoring farm effluent systems and bring a recommendation back to the council within four months identifying the best options to undertake regular monitoring [*Res No. WRC14/163.3 dated 26 June 2014*].

THAT Councillors Alan Livingston, Stuart Husband and Clyde Graf be appointed as the three Councillors on the working party [*Res No. WRC14/163.4 dated 26 June 2014*].

# Farm Environment Award Trust

## Background

The principal charitable object is the advancement, education, assistance and promotion of sustainable environmental management of land and other natural resources on farms within the Waikato Region. The Trust achieves its objectives by running the Balance Farm Environment Awards (BFEA) in the Waikato and it also runs extension activities by way of field days and publications to promote sustainable agriculture.

Waikato Regional Council collaborated to run the first Farm Environment Award in 1993 and is the major Regional Partner of the Farm Environment Award Trust Waikato. The BFEA are now held in eight regions across New Zealand, all these regions work in close collaboration with their regional Council.

## Membership

Waikato Regional Council continues to have an important role in the awards in the Waikato. Staff contribute as judges and provide technical advice and two (2) WRC Councillors are nominated to be Trustees under the Trust Deed.

Parties to the Trust include:

James Henry Cotman	Farmer
Bruce Murray Fraser,	Group Manager Community Relations
William Graham Garland,	Farmer
Peter Joseph Mourits	Marketing Manager
Gwyneth Anne Verkerk	Veterinarian
Martin Lindsay Wallace	Farmer
Susan Mary Bennett	Farmer
William Ian Gordon	Retired Farmer
Grant Harper McFadden	Agricultural Policy Analyst
David Roderick Pearce	Farmer
Ian Herbert Pirani	Farmer
James Alan Strang	Farmer

The secretarial/administrative support for the Board is provided by the New Zealand Farm Environment Award Trust

## Purpose

The principal charitable object of the Trust shall be:

- The advancement and promotion of sustainable environmental management of land and other natural resources on farms within the Waikato Region.

Other charitable objects of the Trust shall be:

- The promotion of the principal object by way of education, events, prizes and otherwise.
- To assist the New Zealand Farm Environment Award Trust and the other regional trusts or organisations aligned to that Trust to achieve their objects.

- The provision of financial assistance for those participating in and contributing to achieving the principal object.
- Such other activities that are consistent with the attainment of the principal object.

Frequency

Four to six times per year or as otherwise required.

<b>WRC Membership</b>	
Entitlement:	2 elected members

<p><b>Action:</b> Appoint 2 Waikato Regional Council elected members. Cr AD Livingston, Cr ST Kneebone</p>
--



# Future Proof Implementation Committee (Hamilton Sub Regional Growth Strategy Joint Committee)

- REPORTING TO:** Council
- CONSTITUTION:** Two (2) elected representative from each participating Council  
Hamilton City Council  
Waikato Regional Council  
Waikato District Council  
Waipa District Council
- Two (2) representatives of Tangata Whenua
- Independent Chairperson who is not an elected member. This person to be recommended by the partner Council Mayors, Regional chair and tangata whenua representatives and appointed by the Future Proof Implementation Committee.
- That the standing membership be limited to eleven (11) members (including Independent Chairperson), but with the power to co-opt up to a maximum of two additional non-voting members where required to ensure effective Future Proof implementation.
- MEETING FREQUENCY:** Bi-monthly or as required
- It is proposed that the Future Proof Implementation Committee would be in place for an initial six year period (from 2009) through to ~~June 2015~~. [*extended to 30 October 2016 – see next page for Res No. WRC14/161*].
- OBJECTIVE:** To oversee the development and implementation of the Hamilton Sub Regional Growth Strategy.
- SCOPE OF ACTIVITY:**
- A Joint Committee to implement the Future Proof Joint Sub Regional Growth Strategy.
- POWER TO ACT**
- The joint Strategy Implementation Committee be delegated authority to implement the Strategy Action Plan in accordance with the following functions:
1. Growth management leadership.
  2. Overseeing the implementation of the Strategy
  3. Ensuring organisation systems and resources support the Strategy implementation.

4. Taking responsibility for progressing those actions specifically allocated to the Strategy Implementation Committee in the Strategy and ensuring implementation occurs.
5. Monitoring and reporting progress against milestones.
6. Overseeing the management of the risks identified in implementation.
7. Reviewing and recommending adjustments to the Strategy.
8. Identifying and resolving any consultation inconsistencies between the Strategy and subsequent public consultation process of the partner councils.
9. Facilitating consultation with the community.
10. Establishing the Strategic Partners Forum.
11. Selecting and appointing an Independent Chairperson.
12. Implementing a Memorandum of Understanding as adopted by the Committee to provide a basis for developing working relationships and the resolution of any conflict.

<b>Constitution/Membership</b>
<b>FUTURE PROOF IMPLEMENTATION COMMITTEE (HAMILTON SUB-REGIONAL GROWTH STRATEGY JOINT COMMITTEE)</b>

Representation from:	No. of members	Name/s
Waikato Regional Council	2	
Hamilton City Council	2	
Waikato District Council	2	
Waipa District Council	2	
Tangata Whenua	2	

<b>WRC Membership</b>	
Entitlement:	2 elected members

<b>Action:</b> Appoint 2 Waikato Regional Council elected members. Cr PA Southgate Cr PR Buckley
--

THAT the timeframe for the conclusion of the joint Future Proof Implementation Committee of Hamilton City Council, Waikato District Council, Waipa District Council and Waikato Regional Council be extended from 30 June 2015 to 30 October 2016.  
(Res No. WRC14/161 dated 26 June 2014)

# Hauraki Gulf Marine Spatial Plan Project Steering Group (Draft to be confirmed)

## 3 Hauraki Gulf Marine Spatial Plan –Sea Change

### 3.1 Overview

Sea Change is a two-year marine spatial planning process that gives everyone with an interest in the Hauraki Gulf an opportunity to help safeguard its future. We all share the common goal of a healthy, productive Gulf now and into the future. Marine spatial planning is seen as a new approach towards achieving this goal.

### 3.2 Purpose

The Sea Change project aims to achieve improved use, health and productivity of the Gulf and its resources. It aims to provide increased certainty for the economic, cultural and social goals of our community and ensure the ecosystem functions that make those goals possible are sustained.

The spatial plan will provide guidance and vision for the sustainable management of the Hauraki Gulf, including locations set aside for various human related activities, and areas for protection of the natural environment. It will do this using an integrated multi-agency approach through the formation of a collaborative stakeholder forum who will work together to plan for the Gulf's future.

## 4 Project Steering Group

### 4.1 Role

The role of the Project Steering Group is to provide leadership, strategic oversight, challenge, testing and guidance to the Stakeholder Working Group to assist with achieving consensus on the proposed Hauraki Gulf Marine Spatial Plan ("The Plan"). It will also nurture, protect and support the Stakeholder Working Group. The Project Steering Group is responsible for ensuring the Plan is robust and will recommend it to the relevant statutory authorities on completion.

The Project Steering Group does not have statutory powers. The Project Steering Group will be established only for this specific project and will disband at the completion of the recommended Plan.

The suggested Terms of Reference for the steering group are given in section 2.

### 4.2 Membership

The Project Steering Group will comprise representatives from the participating agencies and mana whenua. The numbers in the steering group will be eight agency and eight mana whenua representatives:

Hauraki Gulf Forum	1 representative
Auckland Council	2 representatives
Waikato Regional Council	2 representatives
Territorial Authorities	1 representative

Mana whenua	8 representatives
Ministry for Primary Industries	1 representative
Department of Conservation	1 representative

- One of the members of Auckland Council and one of the members of the Waikato Regional Council will be members of the Hauraki Gulf Forum.
- The current chair of the Hauraki Gulf Forum is to be the Forum's representative on the project steering group.

### 4.3 Representation

The principles for the steering group reflect the importance of their representation and role.

#### 4.3.1 Principles

- Numerical equality of representation (agency/mana whenua).
- Mana motuhake of the governance partners is recognised.
- Value te ao maori - Maori cultural values, perspectives and practices are incorporated.
- Integrating Mātauranga Māori into planning and sustainable management practices.
- Practicable and affordable representation.
- Political accountability for statutory and democratic responsibilities
- Technically robust with documented processes to ensure that decisions are well supported by evidence.
- Timely process as the project has a limited time window (2 years) to be completed.
- Commitment to the process.

Equal representation means that there are equal numbers of agency and mana whenua representatives. This recognises the important role of the agency and mana whenua partners in sharing and implementing the decision making and management of the Hauraki Gulf/ Tikapa Moana / Te Moana Nui a Toi.

Mana is recognised means that parties acknowledge each has authority and a unique contribution to make in management of the Gulf. The parties collective mandates can deliver a positive result for the Gulf when they work together and are acknowledged.

Value te ao maori means acknowledging and respecting the traditional maori world view including the principles of tikanga, kawa and matauranga maori.

Integrating matauranga maori means incorporating maori perspectives and knowledge. It also recognises the traditional and continuing cultural relationships within areas of the coastal environment, including places that have been occupied and fished for generations.

Practicable and affordable means that the governance group is sized to meet easily and in a timely manner for decision making. Any studies or investigations requested by the group must be within the scope and budget of the project teams.

Political accountability means that agencies have statutory and democratic responsibilities to parliament and residents/ratepayers respectively to be accountable for decisions, including financial expenditure. Mana whenua representatives have accountability to their organisations.

Technically robust means that decisions need to be well supported by documentation and evidence. High quality robust decisions are essential.

Timely process means that the project has a limited time window (2 years) for completion. The availability of representatives and their willingness to work with others and their own organisations to enable the project to progress is important.

Commitment to the process means a mandated commitment from respective organisations for their representative(s) to participate and contribute to the PSG for the duration of the project and incorporation of the principles of the plan.

## **5 Project Steering Group Roles and Responsibilities**

### **5.1 Roles**

- Provide overall leadership and high level oversight of The Plan.
- Support, protect and nurture the Stakeholder Working group to deliver The Plan.
- Model a Te Tiriti o Waitangi/ Treaty of Waitangi values-based co-governance approach.
- Champion The Plan by advocating the importance of the project to members, ministers, stakeholders, interested parties and the community.
- Pursue and promote inter-agency co-operative working relationships to achieve completion of The Plan.
- Approve The Plan (developed by the Stakeholder Working Group) addressing the integrated and sustainable management of the Gulf that will inform changes to statutory plans and policy statements, other non-regulatory plans/strategies, and implementation actions.
- Advocate to their respective agencies to implement The Plan in accordance with the Hauraki Gulf Marine Park Act.
- Assume political governance, provide political leadership and resolve political differences so that the Stakeholder Working Group and technical advisors are able to focus on the development of the Plan.

### **5.2 Responsibilities**

The Project Steering Group (PSG) will provide leadership, strategic oversight, challenge, test and guide to the Stakeholder Working Group, to achieve consensus on the proposed Hauraki Gulf Marine Spatial Plan and recommend it to the relevant statutory authorities.

The primary function of the PSG is to periodically review and guide the project, not to manage the project. PSG members provide strategic oversight, trusting the Stakeholder Working Group (SWG) and its Independent Chair to do the job of developing the marine spatial plan with the support of the Project Manager and Project Team.

Responsibilities include:

- Provide strategic oversight for the project.
- Receive advice and information from the independent chair of the SWG, project manager, project board and expert advisory group.
- Provide support, direction and advice to the SWG, Independent Chair, project manager and project board with regard to recommended priorities.
- Monitor project progress and respond to problems as needed.
- Report progress and make recommendations to respective parent bodies for adoption of decisions where necessary.
- Advocate for resource needs from respective parent bodies and other sources of funding.
- Consider comments received directly from public engagement processes.
- If the SWG is unable to come to a consensus on any matter then the PSG may provide additional guidance to help them make the final decision.
- Meet with the SWG to resolve significant matters of disagreement between the PSG and SWG.
- Approve any draft versions and the completed Hauraki Gulf Marine Spatial Plan.
- Assist with building relationships between stakeholders, organisations, agencies and government.

- Appoint from its members the co-chairs of the PSG.
- Approve the SWG Independent Chair and Facilitator.
- Approve the principles, goals and objectives of The Plan.

### **5.3 Co-Chairs**

Co-Chairs of the PSG will be appointed at the first meeting and will consist of one mana whenua representative and one representative from the remainder of the PSG.

The role of the co-chairman is to ensure that the PSG functions properly, ensure there is fair and equitable participation from all members during meetings and that all relevant matters are discussed and effective decisions are made. Key functions of the co-chair include:

- Provide leadership to the PSG and chair meetings.
- Ensure the PSG functions efficiently and effectively in accordance with its roles and responsibilities
- Assist the PSG with reaching decisions
- Act as liaison to the Project Board on outcomes of the PSG meetings and review process, ensuring information is provided to assist with management of available project resources.
- Act as the governance spokespersons for the project.
- Review and sign off minutes of PSG meetings
- Call special meetings of the PSG where necessary to assist with continued development of the marine spatial plan.

## **6 Principles of Operation**

The Project Steering Group is not passive. It will mandate the SWG to produce The Plan, but will remain active and involved throughout the marine spatial planning process.

### **6.1 Meetings**

- There must be a quorum of one-half of the members in attendance at meetings for any substantive discussion or decision making.
- Unless otherwise arranged with the agreement of all members:
  - Auckland Council will host meetings in Auckland or as decided by the PSG.
  - Meetings will be alternately co-chaired.
  - Administrative support (including notice of meetings, agenda preparation and minutes) will be provided by the project management team.
- Meetings will occur on a quarterly basis or as needed.
- PSG meetings may be attended by the project board and relevant agency staff as observers. Contractors or other persons may also attend as observers if invited by members of the PSG or Project Board.
- Meetings will not be publicly notified and will not be formally open to the public.

### **6.2 Decision Making**

- The decision-making autonomy of member organisations is not limited by this Terms of Reference.
- Decisions will be made by general consensus or majority vote.
- Where consensus on any major issue cannot be reached among the members, this will be recorded and reported back to the member agencies.

### 6.2.1 Voting

- (1) Voting shall be by whichever of the following methods is determined by the co-chair of the meeting:
  - (a) voting by voice; or
  - (b) voting by show of hands.
- (2) Voting at the meeting shall be by each of the members of the Project Steering Group participating and constituting a quorum signifying individually their assent or dissent by voice or show of hands
- (3) A resolution will be carried if not less than a majority of the Project Steering Group members present or participating and constituting a quorum vote in favour of the resolution.
- (4) A declaration by the co-chairs of the meeting that a resolution is carried by the requisite majority is conclusive evidence of that fact.

### 6.2.2 Methods of holding meetings

A meeting may be held either:

- (a) by the number of members of the Project Steering Group who constitute a quorum being assembled together at the place, date, and time appointed for the meeting; and/or
- (b) by means of audio, or audio and visual, communication by which all members of the Project Steering Group participating and constituting a quorum, can simultaneously hear each other throughout the meeting.

### 6.2.3 Review

The review of the Terms of Reference will be an optional agenda item at each meeting following receipt of a request from a member if issues are identified.

## 7 Resourcing

Costs for participation by Project Steering Group members will lie where they fall, unless otherwise agreed.

Waikato Regional Council and Auckland Council will pay standard amounts and meet the reasonable time and travel costs of mana whenua representatives from their respective regions. A schedule of costs and resourcing needs is expected to be agreed upon between the parties.

<b>WRC Membership</b>	
Entitlement:	2 elected members

<p><b>Action:</b> Appoint 2 Waikato Regional Council elected members (one of whom to be the WRC member on the Hauraki Gulf Forum) Cr PR Buckley Cr TH Bramley</p>
---

# Local Government New Zealand Zone 2

## PURPOSE:

The purpose of zones, as set out in the LGNZ constitution, is to:

- Be an electoral college for the appointment of National Council representatives;
- Be working for a member of LGNZ on a geographic basis;
- Provide an opportunity for two-way communication between these geographic areas and LGNZ – and LGNZ reports back to members on major national developments; and
- Provide networking, and information sharing opportunities.

The zone representatives are elected every three years, after the triennial elections, and hold office until the next triennial elections.

Each zone elects or appoints a chair, and in some cases an executive committee, both for a three year term. The chair runs the meetings with the support and input of the executive committee. A chair secretary, normally an officer from the chair's council, services the meetings.

Responsibility for the zone meetings is shared jointly by the zone and LGNZ.

## CONSTITUTION:

Bay of Plenty Regional Council  
Gisborne District Council  
Hamilton City Council  
Hauraki District Council  
Kawerau District Council  
Matamata-Piako District Council  
Opotiki District Council  
Otorohanga District Council  
Rotorua District Council  
South Waikato District Council

Taupo District Council  
Tauranga City Council  
Thames-Coromandel District Council  
Waikato District Council  
Waikato Regional Council  
Waipa District Council  
Waitomo District Council  
Western Bay of Plenty District Council  
Whakatane District Council

\* WRC membership entitlement is 3 elected members. To date this has comprised the Chair and Deputy Chair of Council and one Councillor (most recently the Chairperson of the Regional Transport Committee).

## FREQUENCY:

Quarterly.

WRC Membership	
Entitlement:	3 elected members

<p><b>Action:</b> Appoint 3 Waikato Regional Council elected members Cr PA Southgate <del>Cr PR Buckley</del> Cr B Simcock (WRC15/343 – 30 July 2015 Council meeting) Cr GWH Vercoe</p>
---



# Maungatautari Reserve Management Committee

- Purpose:**
- (i) Facilitating effective and meaningful communication between Council, Tangata Whenua, the Maungatautari Ecological Island Trust, the Department of Conservation and the public.
  - (ii) Advising Council on all reserve management issues as they relate to Maungatautari Scenic Reserve, the Maungatautari Ecological Island project and the administrative requirements of Section 19 (Scenic Reserves) of the Reserves Act 1977.
  - (iii) Overseeing the services of the Maungatautari Ecological Island Trust for day-to-day management of the enclosures.
  - (iv) Overseeing the preparation of an updated reserve management plan for the Reserve.

**Membership:** Council membership – Two Councillors, one of which to be Chairperson of the Committee.

Other membership - One Trustee of the Maungatautari Ecological Island Trust; two representatives from Ngati Koroki Kahukura representing Pohara and Maungatautari Marae; one representative from Parawera Marae; one representative from Ngati Haua; two persons representing adjoining landowners; one representative from the Department of Conservation; one representative from Waikato Regional Council.

The Waipa District Council has established this Committee and provides the secretarial/administrative support.

**Frequency:** Bi-monthly.

WRC Membership	
Entitlement:	1 elected member

**Action:** Appoint 1 Waikato Regional Council elected member.  
Cr ST Kneebone

# Mighty River Domain and Karapiro Reserves Committee

**Purpose:** To facilitate effective and meaningful communication between key stakeholders who are Council, Tangata Whenua, the Waikato Regional Council, Mighty River Power, users and the community; to advise Council on all reserve management issues as they relate to the Domain and the reserve; to monitor implementation of the Karapiro Domain Strategic Plan and Reserve Management Plan 2005 and any revisions of it; to oversee the preparation of updated reserve management plans; to advise Council on the management of the Domain; and to advise Council on its promotion and future development.

**Membership:** Membership is nine made up of the Councillor from the Maungatautari Ward; a Councillor from the Cambridge Ward; two representatives from Tangata Whenua, consisting of one from Ngati Haua and one from Ngati Koroki Kahukura (nominated by Tangata Whenua); one representative from Mighty River Power (nominated by Mighty River Power); one representative from the Waikato Regional Council (nominated by the Regional Council); two representative from Domain users (one from Rowing and one from non-Rowing, both nominated by the Karapiro Users Group); and one representative from the community (selected by Council).

The Chairperson is to be a Councillor.

The Waipa District Council has established this Committee and provides the secretarial/administrative support.

**Frequency:** Bi-monthly.

<b>WRC Membership</b>	
Entitlement:	1 elected member

**Action:** Appoint 1 Waikato Regional Council elected member.  
Cr AD Livingston

## ***Regional Development Forum***

**Purpose:**

**Membership:**

**Frequency:** Six monthly

<b>WRC Membership</b>	
Entitlement:	All elected member

**Action:** *Nil as at May 2014*

*Establishment of Forum deferred until other factors known  
(refer Doc #3061200 – 29 May 2014 Council meeting minutes,  
Page 21 for details)*

# Regional Progress Forum

(established by Council 29 May 2014)

**Purpose:**

To:

- reflect on the findings of the Waikato Progress Indicators (WPI);
- consider drivers for change facing the region;
- reflect on how WRC is tracking toward achievement of its strategic direction;
- understand steps being taken to improve areas where outcomes are poor or declining.

Role – to consider the results of outcome monitoring and scanning of the external environment – not to monitor implementation activities or to usurp the role of the Waikato Mayoral Forum if this group chooses to proactively drive implementation of the Waikato Spatial Plan.

**Attendees:**

Council and representatives from territorial authorities, DHB (Population Health), iwi authorities, relevant central government agencies, neighbouring regional councils, industry, environmental groups, etc.

**Frequency:**

Annual

WRC Membership	
Entitlement:	... elected members

**Action:**

# Regional (Road Safety) Speed Management Governance Group

## Terms of Reference

September 2014

---

### 1. RLTS / Draft Regional Land Transport Plan / Regional Road Safety Strategy

The operative Regional Land Transport Strategy and the draft Regional Land Transport Plan identify safety as one of the leading priorities for the land transport system in the Waikato region.

The Waikato Regional Road Safety Strategy 2013-16 outlines a Safe System approach to road safety in the region which identifies policy and actions for each of the core pillars of the Safe System; safe speeds, safe roads and roadsides, safe road use, and safe vehicles.

### 2. Background

The Waikato region historically has had the highest annual fatal crash density in the country. Deaths and serious injuries are particularly high on rural local roads and inter-regional state highways, on which road users have a higher exposure to risk. The Waikato Regional Transport Committee has for a number of years recognised road safety as a regional priority and as such has made considerable investment into road safety with good success. This work has included investment into physical roads and roadside safety measures and on-going work on user behaviour through education and enforcement activity. The Committee has also actively advocated for changes to road safety legislation e.g. the drink driving laws.

It is recognised however that one of the most critical elements of building a safe transport system is appropriate and effective speed management and that this is a complex area of work which is not yet widely understood in New Zealand. Travel speed plays a factor in the probability of any crash occurring and impact speed largely dictates the severity of outcome of any crash. In the Waikato this is a particular issue as the region has many high volume roads which are not built to high safety standards with advanced physical crash protection systems. Inappropriate speed for the road conditions and the physical environment can be as great a risk to road users as excessive speed on these roads. Unfortunately due to a number of system constraints and differing operating policies, use of appropriate speed management tools in these environments is not always consistent and can ultimately lead to public confusion and lack of buy-in.

Recognising this, one of the priority focus areas for the National Safer Journeys strategy is the development of a national speed management guide. This work is being driven by a National Speed Management Group who have undertaken a comprehensive review of the current speed management regime in New Zealand to identify what currently works and what needs to change. It is anticipated that this work will be complete in early 2015.

The Regional Transport Committee recognises the need to be organised and ready to respond to this national guide and to take ownership of building awareness and consistency in speed management regionally going forward. One of the policy areas of focus in the regional road safety strategy is to develop regionally consistent speed environments which suit the form and function of the road using the One Network approach with an action to develop a regionally consistent speed management plan. The Regional Transport Committee has therefore appointed a governance group to oversee this work and these Terms of Reference outline the scope of work to be undertaken by this group.

### 3. Problem Definition

Developing and applying a robust and consistent approach to speed management is one of the critical elements of ensuring a safe road transport system. Speed management is complex and there are many component parts to it including infrastructure design, regulation and legislation, public awareness and buy-in. Given the many organisations involved in speed management it is difficult to ensure consistency across the whole road network. Whilst there is work currently underway to develop a national guidance document there is currently no overarching regional plan for collaboration to ensure that speed management is delivered consistently in the Waikato region. The formation of a regional governance group will ensure that this plan is developed and implemented.

### 4. Scope

The scope of work performed by the Regional Speed Management Governance Group is to oversee preparation and delivery of a Regional Speed Management Plan that guides and coordinates all regional speed management activities and ensures that national speed management guidance is effectively implemented.

### 5. Methodology

The Regional Speed Management Plan will be delivered by the Regional Speed Management Governance Group with the assistance of a technical project control group. This project control group will be responsible for developing a detailed regional speed management plan which will identify the various workstreams required for effective implementation of national speed management guidance. The project control group will be responsible for ensuring that the regional speed management plan is delivered according to schedule through the work of existing (and potentially additional new) technical working groups.

Regional speed management planning will commence with workshops of the governance and project control groups, followed by regular meetings of these two groups over the lifetime of the project. There will also be regular reporting back to the full Regional Transport Committee.

### 6. Consultation

Formal consultation is not required as this work is not a statutory requirement. Consultation with key stakeholders will be a critical component of the plan development and a communications plan will be developed as part of the regional speed management plan to guide this work.

### 7. Outputs

The chief output of the Speed Management Governance Group will be a co-ordinated Regional Speed Management Plan which effectively implements national speed management guidance across the Waikato region. This will incorporate a technical work programme as well as a public and stakeholder communications plan.

### 8. Timeline

The work programme of the Regional Speed Management Governance Group will be reviewed annually in June. The work programme until June 2015 is:

Step	Task	Key Dates
1	First meeting of the Speed Management Governance Group	19 September 2014
2	Initial report to RTC with Terms of Reference	6 <sup>th</sup> October 2014

3	Formation of Project Control Group	By end October 2014
4	First workshop of Project Control Group and Governance Group	November/December 2014
5	Further workshops and draft speed management plan developed (with governance group and national speed management group)	By April 2015
6	Report on draft regional speed management plan back to RTC	May 2015
7	Regional speed management plan finalised	June 2015
8	2015/16 Work programme for governance group agreed	June 2015

## 9. Speed Management Governance Group Membership

The group membership comprises:

Cr Leo Tooman, Hamilton City Council – Chair  
Harry Wilson, Regional Director NZ Transport Agency  
Inspector Freda Grace, Waikato Road Policing Manager  
Cr Peter French, representing East Waikato  
Cr Kathy White, representing South Waikato/Taupo  
Cr Grahame Webber, representing Waipa/Waikato  
Cr Phil Brodie, representing Otorohanga/Waitomo

## 10. Regional Transport Committee Endorsement

The Waikato Regional Transport Committee has endorsed the formation of this group (August 2014).

## 11. Contacts

For further information contact:

Jo Carling (07) 859 0552 (email [jo.carling@waikatoregion.govt.nz](mailto:jo.carling@waikatoregion.govt.nz))

### Footnote:

Membership of the project control group and a full terms of reference for this group will be added as an attachment to this document once the group has been confirmed.

# Rotokauri Lake Management Committee

## **1.0 Functions, Responsibilities and Powers**

The Committee shall:

- 1.1 Implement the Rotokauri Lake Management Plan in conjunction with Waikato District Council.
- 1.2 Consult with the local community and interested parties regarding reserve management priorities.
- 1.3 Recommend annually to the Council a two to three year work programme.
- 1.4 Implement the work programme authorised by Council in conjunction with Council staff.
- 1.5 Recommend changes to the Management Plan as appropriate.
- 1.6 Promote community involvement in managing the reserve.
- 1.7 Seek funding from various sources for reserve enhancement projects.
- 1.8 Monitor reserve condition and use.
- 1.9 Promote catchment management activities that will enhance the reserve.

## **2.0 Procedural Matters**

- 2.1 Hold meetings as are necessary for the proper management of the reserve.
- 2.2 Hold an Annual General Meeting at a time suitable for interested parties to make submissions to the Committee on the work programme and budget, and to discuss other matters as appropriate.
- 2.3 Hold Special General Meetings, as the Committee or Council considers appropriate.
- 2.4 Keep minutes of each Committee meeting and forward these to Waikato District Council, Waikato Regional Council and Hamilton City Council.
- 2.5 Hold meetings in a manner acceptable to the Committee, but in the event of any dispute arising the Committee shall follow the Council's approved Standing Orders.
- 2.6 Refer matters in dispute to the Council. The Council will decide on these matters.

## **3.0 Membership**

- 3.1 The Committee shall consist of:
  - One elected representative from each of Waikato District Council, Waikato Regional Council and Hamilton City Council
  - Three residents living within 1 km of the reserve boundary, as elected at the Annual General Meeting
  - One Auckland/Waikato Fish & Game Council representative



- One Hamilton Fish and Game Association representative
- One Ngati Mahanga representative
- Any other persons appointed by the Waikato District Council.

3.2 The Committee shall elect a Chairperson from within its ranks.

3.3 Waikato District Council shall consider and confirm the Committee membership as soon as practicable after each Annual General Meeting. Changes to the Committee during the year shall occur if the need arises and as the Council considers appropriate.

3.4 Waikato District Council staff shall provide administrative support.

**Frequency**

Bi-monthly or as required.

<b>WRC Membership</b>	
Entitlement:	1 elected member

<p><b>Action:</b> Appoint 1 Waikato Regional Council elected member. Cr PR Buckley</p>
--

# TBFree Waikato Committee

## 1. INTRODUCTION

The Animal Health Board Inc. (AHB) is the management agency responsible for implementing the National Pest Management Strategy for bovine tuberculosis (TB)

The Incorporated Society has as its members:

- DairyNZ
- Beef + Lamb New Zealand
- New Zealand Deer Farmers Association
- Deer Industry New Zealand
- Federated Farmers of New Zealand, Meat & Fibre
- Federated Farmers of New Zealand, Dairy
- Local Government New Zealand

## 2. TBFREE COMMITTEES' MISSION STATEMENT

To effectively implement communications to support the implementation of the National Pest Management Strategy.

### **Purpose of TBfree committees**

The AHB has 15 TBfree committees carrying out the following functions:

- To participate in the development of regional stakeholder engagement and communication plans.
- To gain support and acceptance among affected communities for the National Pest Management Strategy and the TBfree New Zealand programme.
- To provide feedback on Animal Health Board policy.
- To monitor the implementation of the TB control programme and identify opportunities for the TBfree committee to support implementation through education and/or communication.
- For committee members to provide feedback and advice to their respective organisations or area constituencies in order to maintain support for the National Pest Management Strategy, regional communications plans and AHB policy.

Details of specific activities/roles undertaken by the committee, or any of its members, should be incorporated in regional stakeholder engagement and communication plans.

### **3. MEMBERSHIP**

The committee shall comprise of two classes of membership:

1. Core members, representing the funding stakeholders of the strategy. One member each shall be appointed via a formal letter of appointment from the following organisations to represent that organisation on the TBfree Committee:

- Federated Farmers of New Zealand, Meat & Fibre
- Federated Farmers of New Zealand, Dairy
- New Zealand Deer Farmers Association
- The regional council, or district council acting as a unitary authority.

2. Other members

Core members, through a public nomination process, may appoint additional members to the committee to provide for additional regional or industry representation where this will enhance the function and performance of the TBfree committee.

The committee as a whole shall, at an annual general meeting, elect a chairperson (and, if appropriate, a deputy chairperson) from within the membership.

### **4. ADVISORS**

The membership of the committee may appoint advisors at any time.

### **5. TERM OF OFFICE**

The term of office for members shall be up to three years, with members being eligible for reappointment.

The committee shall organise its management processes so that no more than one-third of its members end their term of appointment in any one year. The committee may agree to extend the term of office of any member by up to one year to give effect to this.

The chairperson's and deputy chairperson's term of office shall be one year. The retiring chairperson and deputy will be eligible for reappointment.

## **6. VOTING**

Core members and other members of the committee shall have the right to vote. Advisors will not have any voting rights.

## **7. MEETINGS**

All meetings of the TBfree committee shall be governed by the following rules:

- The Standards NZ Model Standing Orders NZS 9202:2001 as adapted by the policies of the Animal Health Board from time to time will apply.
- Three members (excluding advisors) constitute a quorum.
- The chairperson has the right to grant speaking rights to visitors, and any associated conditions are to be determined by the chairperson.
- The chairperson shall preside at every meeting of the TBfree committee at which he or she is present.
- If the chairperson is not present the TBfree committee may appoint one of their number to preside for the purpose of that meeting.
- The chairperson or person presiding at any meeting shall have a deliberative vote and in case of equality of votes, shall have a casting vote also.
- The power to call meetings additional to those scheduled shall rest with the chairperson.
- The AHB regional coordinator is the Animal Health Board's representative and as such he/she is the TBfree committee advisor on AHB matters and policies.
- These rules can only be altered by a policy decision of the Animal Health Board.

## **8. ANNUAL REPORT**

The committee shall submit an annual report on their activities to the AHB. The Annual Report shall include a report from the chairperson on the Committee's performance and activities against their objectives as set out under the Local Environment Management section of the Local Operational Plan.

## **9. REMUNERATION AND EXPENSES**

Any applicable remuneration of members and reimbursement of expenses will be in accordance with AHB policy.

Advisors may be remunerated if their work has been approved as part of the national and regional stakeholder provided they are not otherwise remunerated as employees of the Animal Health Board or any of its contractors.

## 10. CONDUCT

Members shall abide by the TBfree Committee Code of Proper practice (attached as Appendix A)

A breach of Proper Practice may be resolved by mediation, or the TBfree Committee Disciplinary Guidelines may be applied (attached as Appendix B).

May 2012

<b>WRC Membership</b>	
Entitlement:	1 elected member

<b>Action:</b> Appoint 1 Waikato Regional Council elected member. Cr ST Husband
--

## Appendix A

### **TBfree committee Code of proper practice**

#### **1. Purpose**

- 1.1 The purpose of this code is to provide guidance to TBfree committee members, in assisting them carry out their duties and responsibilities effectively and in accordance with best professional standards.
- 1.2 The code is not intended to be an exhaustive statement of member obligations. It should be read in conjunction with New Zealand law, and not contravene any Code of proper practice incorporated in the Animal Health Board Operating Protocols.
- 1.3 The office of a TBfree committee member is primarily of a moral nature, rather than legal. However the principles upon which this code is based include integrity and accountability, thereby being a prerequisite to maintaining confidence and trust.

#### **2. Fundamental obligations of TBfree committee members**

- 2.1 Members must act honestly and in good faith, and in the best interests of their constituents. They must act in accordance with their TBfree committee collective responsibilities.
- 2.2 Members must carry out their duties in a lawful manner
- 2.3 Members should be diligent, and make every endeavour to attend scheduled meetings. They must keep themselves up to date and familiar with the nature of the TBfree committee business and responsibilities, and the environment in which it operates.
- 2.4 Members must observe the confidentiality of non-public or embargoed information acquired by them as members, and not disclose it to any other person without appropriate authority. An officer of the Animal Health Board or its contactors will mark information deemed confidential or embargoed, as such.

## Appendix B

### TBfree committee Disciplinary guidelines

#### Introduction

In undertaking their duties, TBfree committee members are required to behave in a manner that reflects well upon the office they hold.

On occasions questions may arise as to the appropriateness of certain behaviour. These procedures have been adopted to enable any questions regarding behaviour to be asked in a manner that is fair, non-threatening, and incorporate the principles of the natural laws of justice.

#### Procedure

All complaints against a member must be referred to the TBfree committee chair in the first instance, or in the case of conflict of interest, the deputy chair.

All complaints regarding questionable behaviour of members should be in writing, and signed by the complainant(s). The member subject to misconduct action will be given a written summary of the complaint.

Two members of TBfree committee will conduct a meeting with the member concerned to assess the complaint. The member concerned may have a person attend this meeting in support. The meeting will allow the member reasonable opportunity to explain his or her actions.

Once the assessment is complete, the two members will report their recommendation of action to the TBfree committee chair, or deputy chair, who will be responsible for taking any action.

Questions regarding behaviour should fall into one of three categories:

- Genuine error of judgement or mistake
- Breach of established TBfree committee code of proper practice.
- Actions that bring the TBfree committee into disrepute

Sanctions that may be considered appropriate by the TBfree committee are:

- Written explanation and apology
- Request for resignation
- Dismissal from the TBfree committee by majority vote.

In the event of resignation or dismissal of a core member, then the organisation responsible for appointing that member shall be invited to appoint a replacement.

# Waikato Agricultural Advisory Committee

The Agricultural Advisory Committee was originally set up in the late 1960's as part of the Government's Agricultural Production Council, which was charged with ways of looking at ways and means to increase agricultural production.

In its current form, the Committee purely exists as an information-sharing forum. At the meeting, representatives of the various organisations involved give an outline of what is happening with respect to either their organisation or the sector they are involved in and then answer any questions raised.

Recent Waikato Agricultural Advisory Committee representation has included Ministry for Primary Industries (Policy branch), Accountant's Society, AFFCO, AgResearch, Agricultural Business Associates, Meat & Wool Board Economic Service, Banks, Fonterra, Waikato Farm Forestry, Waikato Federated Farmers, Waikato Fruitgrowers Federation, Waikato Regional Council, Waikato Region MP's, DOC, Rural Women NZ, etc.

The meetings are held every quarter, on the second or third Friday of the month in question (February, May, August, and November), with the current venue being the Display Room, McMeekan Centre, Ruakura Research Centre, 10 Bisley Road, Hamilton. Reps gather for morning tea at 9.45am ready for the 10am start and the meeting usually finishes no later than 12.00 noon.

Talking time per attendee is normally 5-10 minutes. The Ministry for Primary Industries administers the Committee and an independent chairman (Malcolm Smith) currently chairs the meetings.

Attendees at the meetings are asked to email a written summary (say 2-3 paragraphs) of their talk, which is circulated after the meeting as part of the minutes. As some of the information and discussion raised at the meeting is relatively confidential, one of the main "rules" of the committee is that there is no public discussion of this information outside of the meeting.

<b>WRC Membership</b>	
Entitlement:	1 elected member

**Action:** Appoint 1 Waikato Regional Council elected member.  
Cr TM Stark



# SH3 Working Party

**CONSTITUTION:**

The Taranaki Regional Council established the SH3 Working Party in 2002 as a result of a massive slump/washout of SH3 in 1988 which closed the route for 4 months.

The membership of the State Highway 3 Working Party Steering Group comprises appropriate representatives from the following organisations:

Taranaki Regional Council  
Waikato Regional Council  
Waitomo District Council  
New Plymouth District Council  
New Zealand Transport Agency  
New Zealand Police  
Western Central Road Transport Association  
Automobile Association  
Contractors

**MEETING FREQUENCY:**

Twice a year or as required and will alternate between Awakino and Pio Pio.

**OBJECTIVE:**

The objectives of the Working Party are to:

1. Advocate for SH3 to be recognised as a strategic inter-regional state highway.
2. Advocate for an equitable share of national funds.
3. Provide feedback to the NZTA and their contractors on appropriate levels of service and other road operational/maintenance issues of concern.
4. Expedite upgrading of the route and identify current limitations and route security issues and methods to address them.
5. Advocate for reliable and safe alternative routes if available.
6. Improve the publicity and profile of the route to encourage greater tourism numbers through liaising with tourism organisations, the Automobile Association and information centres.
7. Ensure that public communications and consultation on roading matters is appropriate and effective.
8. Ensure that customer needs and interests are communicated in the planning and management of the corridor.

The Taranaki Regional Council will provide secretarial/administration support for the Working Party.

**WRC Membership**

Entitlement:

2 elected members (being the Chair of Regional Transport Committee and one constituent Councillor).

**Action:** Appoint 2 Waikato Regional Council elected members  
Cr GWH Vercoe  
Cr AD Livingston

## **(Three) Waters Governance Group**

*That the report "Sub-regional three Waters Business Case Development" (Doc #3211920 dated 10 November 2014) be received.*

*That the Strategy and Policy Committee nominate Councillor Alan Livingston as a non-voting member to represent Waikato Regional Council on the Waters Governance Group.*

*Rec No. SPC14/60.1 dated 25/11/2014 and Res. No. WRC14/282.2 dated 11/12/2014)*

## Waikato District Lakes and Wetlands Governance Group

The Waikato District Lakes and Wetlands Memorandum of Agreement had been signed in June 2011

That the report "Waikato District Lakes and Wetlands Memorandum of Agreement – Appointment of Governance Members (Doc #3193685 dated 17 October 2014) be received.

That a governance Group representing the signatories be established, and  
That Cr Buckley be appointed to represent the Waikato Regional Council on the group, with Cr Stark as alternate, and  
That the governance group develop terms of reference for recommendation to the signatories.

*Res. No. WRC14/266 dated 30/10/2014)*

WRC Membership	
Entitlement:	1 elected member, and 1 alternate

**Action:** Appoint 1 Waikato Regional Council elected member.  
Cr PR Buckley  
TM Stark (alternate)

# SH1/29 East Coast Main Trunk Line Working Group

## **CONSTITUTION:**

The Working Group was established as a joint initiative between the Bay of Plenty and Waikato Regional Transport Committee chairs to:

- Advocate for the protection and promotion of the integrity, efficiency, safety and security of the SH1/29 (road) and ECMT (rail) corridors in recognition of its strategic importance to the safety outcomes and economic performance of the Bay of Plenty and Waikato regions, and New Zealand.
- Act as an inter-regional advisory group to the Bay of Plenty and Waikato Regional Transport Committees (RTCs).

The Working Group will include an elected representative and/or senior management or equivalent representative from the following organisations:

- Chairs of the Regional Transport Committees (Bay of Plenty and Waikato)
- NZ Transport Agency Regional Director (Waikato/Bay of Plenty)
- An elected representative from Tauranga City Council, Western Bay of Plenty District Council and Matamata-Piako District Council
- A senior manager from the Bay of Plenty and Waikato regional councils
- KiwiRail
- NZ Police

## **MEETING FREQUENCY:**

Quarterly or as required.

## **OBJECTIVE:**

The following objectives have been identified for the SH1/29-ECMT Working Group. The Group will:

- Increase awareness at political and staff levels across and beyond member organisations, at regional and national levels of key strategic issues relating to the SH1/29 road and ECMT rail corridors; and
- Provide a reference group to help test and steer planning, improvement and investment approaches and activities with a particular focus in improving freight efficiency, road safety and route security related to the SH1/29 road and ECMT rail corridors, and associated facilities,

land use planning, and land use and transport integration.

<b>WRC Membership</b>	
Entitlement:	1 elected member (Chair of Regional Transport Committee) – Cr GWH Vercoe

**No action required**

# Lake Taupo Protection Trust

**CONSTITUTION:**

The Lake Taupo Protection Trust is a CCO established by Waikato Regional Council and Taupo District Council in accordance with Part 5 of the Local Government Act 2002.

Up to 8 people appointed by the Lake Taupo Protection Project Joint Committee (as outlined in the Trust Deed).

**MEETING FREQUENCY:**

Monthly or as required.

**OBJECTIVE:**

The Lake Taupo Protection Trust was set up in February 2007 to administer the \$81.5 million fund to protect Lake Taupo's excellent water quality, which is under threat from the effects of past and current land use activities.

The Trust is charged with developing a programme of work that will reduce the amount of manageable nitrogen leaching into the lake by 20 per cent.

It will use the funds to encourage and assist land use change, to purchase land/nitrogen in the Lake Taupo catchment and to fund any other initiatives that assist land owner to reduce the nitrogen impact of their activities on Lake Taupo.

The Trust reports to the Government (MfE), Ngati Tuwharetoa, the Taupo District Council, and Waikato Regional Council.

**No action required**

# Local Authority Shared Services Limited

## Introduction

This Statement of Intent is a public declaration of the activities and intentions of the Waikato's Council Controlled Organisation, Local Authority Shared Services Limited. The statement outlines the Directors' accountabilities to the shareholders for corporate performance, as is intended by Schedule 8 of the Local Government Act 2002.

## Objectives of LASS

Local Authority Shared Services (LASS) has been promulgated to provide the Councils in the Waikato region with a vehicle to procure shared services. It provides a mechanism for the development of new services which are available to be joined by any shareholder that so chooses. It also provides those Councils that wish to develop new services with a company structure under which they can develop and promote services to other local authorities.

In the early to mid 2000's the relationship between local authorities within the Waikato Region continued to strengthen. As a result of this a range of initiatives were considered by Waikato local authorities with the most beneficial being the Local Authority Shared Services (LASS). At the inception of this initiative the shareholders identified that improvements could be made in back of office activities by implementing shared services, improvements being gained through cost savings, streamlining of work processes and improved services.

This vehicle was been chosen as it was considered the most appropriate mechanism for improving, and achieving cost reductions in back of office services across the region. Over the period the company has been operating benefits have been delivered in the form of:

- Improved level and quality of service
- Co-ordinated approach to the provision of services
- Reductions in the cost of services
- Opportunity to develop new initiatives
- Opportunity for all Councils irrespective of location or size to benefit from joint initiatives
- Leverage provided from economy of scales resulting from a single entity representing Councils leveraging procurement opportunities.

At this stage these gains have been realised by shareholders in the Shared Valuation Data Service (SVDS), the Waikato Regional Transport Model (WRTM) and joint procurement of insurance services.

The ability of LASS to contribute to a greater extent in terms of shared services and also at a strategic collaboration level has been the subject of discussion through the Waikato Mayoral Forum.

The Directors have been tasked with identifying ways to progress these initiatives. This will involve resourcing and funding a range of initiatives that will potentially extend the services currently offered by LASS.

The LASS Directors will continue to seek any new opportunities, either from internal investigations, or from Council's and C.E.O. initiatives that are presented to it with a sound business case.



New services that are intended to be initiated under the LASS umbrella will only be adopted where a business case shows that they provide some form of benefit to the shareholders. The benefits that may be gained include development of intellectual property through new business services, protection of Council data, improved levels of service and/or reduced cost. All such proposals will be presented to the Shareholders for approval prior to implementation.

### **Nature and scope of Current Activities**

There are currently three major operations under the LASS umbrella, plus a support role for collaborative initiatives of the Waikato Mayoral Forum.

Firstly, the Shared Valuation Data Service (SVDS). This operational system is providing both timely and accurate valuation data to member Councils and shareholders. The SVDS has become the accepted valuation database in the region.

Secondly, the Waikato Regional Transportation Model (WRTM). This model became fully operational in February 2010. This Model, built within its budgeted cost, provides accurate information to Councils for their transport modelling requirements. The WRTM is the only recognised strategic transport modelling resource in the Waikato Region.

Thirdly, LASS is a party to a joint contract between LASS, shareholding Councils and AON Ltd for insurance brokerage services and various collective insurance policies.

The Waikato Mayoral Forum in 2012 enabled the creation of five working parties to investigate collaborative opportunities in the areas of governance structures, planning, three waters, roading and economic development. Each working party is led by a Council CEO in conjunction with a group of Mayors/Chairs from the Waikato Mayoral Forum. LASS is available as a support entity to assist these working parties.

Collective funding of \$100,000 in 2012/13 has resulted in the scoping and defining of further project work during 2013/14, and additional funding proposals have been presented to shareholding Councils for consideration as part of their 2013/14 Annual Plan process. These proposals and funding are reflected in the financial numbers.

An additional range of shared service opportunities are being considered at the present time. For example, some opportunities in the area of procurement have been identified and the shareholders are looking to progress these opportunities. Further work is also under way to consider how human resource initiatives can be advanced collectively under LASS.

Based on feedback from shareholder Councils and the CEO Forum, the LASS Directors will continue to discuss their role in the development of business cases for shared services at its future meetings. These investigations will include reporting to shareholders and the Waikato Mayoral Forum on the alternative mechanisms to develop shared services.

Directors are mindful of the current political environment, and see these investigations of possible shared services as a key focus of their role.

The Company continues to ensure availability of resource requirements to accelerate efforts to advance collaboration across the shareholder Councils.

### **Governance**

LASS shall have twelve Directors with each Director representing a shareholder Council.

Unless otherwise agreed by the appointing Councils each Director shall be a Chief Executive of a local authority. In addition the board may appoint up to three professional directors to supplement the Directors' expertise.

LASS will conduct itself in accordance with its constitution, its annual Statement of Intent agreed with shareholders, and provisions of the Local Government Act 2002.

## Directors

The current Directors are:

<b>Director</b>	<b>Position</b>	<b>Director Appointed By</b>
Gavin Ion (Chair)	Chief Executive, Waikato District Council	Waikato District Council
Geoff Williams	Chief Executive, Rotorua District Council	Rotorua District Council
Chris Ryan	Chief Executive Officer, Waitomo District Council	Waitomo District Council
Vaughan Payne	Chief Executive, Waikato Regional Council	Waikato Regional Council
Langley Cavers	Chief Executive, Hauraki District Council	Hauraki District Council
Barry Harris	Chief Executive, Hamilton City Council	Hamilton City Council
David Hammond	Chief Executive, Thames-Coromandel District Council	Thames-Coromandel District Council
Garry Dyet	Chief Executive, Waipa District Council	Waipa District Council
Don McLeod	Chief Executive Officer, Matamata-Piako District Council	Matamata-Piako District Council
Rob Williams	Chief Executive Officer, Taupo District Council	Taupo District Council
Dave Clibbery	Chief Executive Officer, Otorohanga District Council	Otorohanga District Council

## Process for Future Developments

- All new proposed shared services will have a business case developed for presentation to the Directors. This business case will be approved by the Directors prior to any service proceeding. The appointment of a resource under LASS should minimise costs to participating Councils in undertaking new shared services.
- Any potential new service would be initiated by either in-house Director investigation, LASS resources or from shareholding Councils and / or their CEO'S. The directors of LASS see their role changing from one of an enabler, to that of an initiator of potential new services.

## Activities for which the Board seeks Compensation:

It is noted that other shared services may be developed during the year that this Statement of Intent is current. Any such services will only be delivered under the LASS umbrella after the Directors have considered each individual business case including the proposed budget and agreed that the proposed service meets the objectives of LASS.

Any ongoing activities to identify, develop and procure shared services will be budgeted for in advance, subject to the business case, and either funded and staffed by individual Councils without LASS involvement, or agreed by the Directors to be funded by the LASS or utilising LASS resources with consequent recovery from participating Councils.

Shareholders will continue to contribute to the operational costs of the LASS on an annual basis.

### **Performance Targets**

Performance targets relate to the level of services that are current or under development. It is envisaged that these targets will expand as new services are developed.

1. **Shareholder Survey:** The company will carry out an annual survey of shareholders to assist the Directors in developing improvements on behalf of the shareholders, and to receive a majority of shareholder approval on the service provided.
2. **Costs Control:** Administration expenditure shall not exceed that budgeted by more than 5% unless prior **approval** is obtained from the Directors.
3. **Cashflow:** The company maintains an overall positive cashflow position.
4. **Reporting:** The Board will provide a written report on the business operations and financial position of the LASS on a six monthly basis.
5. **Statutory Adherence:** There will be an annual report to directors that all statutory requirements of the LASS are being adhered to.
6. **SVDS Availability:** That SVDS is available to users at least 99% of normal working hours.
7. **SVDS Sales Data Delivery:** That at least 98% of agreed timelines are met for sale and property files that have been delivered to the FTP server for access to customers.
8. **SVDS Major Enhancement Development Hours:** All Capital enhancement development work is supported by a business case approved by the Advisory Group.
9. **WRTM:** That all required modelling reports are actioned within the required timeframe.
10. **WRTM:** That the base model adheres to "Screenline Validation Standards" as set out in the NZTA Economic Evaluation Manual as indicated by an external independent peer review.
11. **WRTM:** That a full report on progress of the model be provided to the LASS Board twice each year.
12. **Insurance:** The key performance indicators from appendix 4 of the brokerage contract are met.
13. **Joint Procurement:** That any joint procurement projects deliver as per project approved objectives.
14. **Advice to the Waikato Mayoral Forum:** In response to requests from shareholders, the Company will provide regular reports and updates to the Waikato Mayoral Forum regarding progress with shared service initiatives.

## **Policy Statement**

### Statement of Accounting Principles

Financial statements will be for a company wholly owned by local authorities within the Waikato Region in the proportion of one share per local authority. Financial statements will be prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP).and the Financial Reporting Act 1993 and NZ Financial Reporting Standard No. 42.

### Specific Accounting Principles

The following particular principles which have a significant effect on measurement of financial position are to apply.

- Accounts Receivable are to be stated at their expected realisable value after writing off any known bad debts and providing for doubtful debts.
- Investments to be valued at the prevailing market value.
- Fixed assets to be recorded at cost, less accumulated depreciation.

### Intangible Assets

- Where intangible assets are purchased, such as intellectual property and computer software, these are to be capitalised and written off on a straight line basis over their expected life, but no greater than seven years.
- Depreciation / Amortisation is to be provided on a straight line basis on all assets other than land, and align with normal accepted depreciation for the types of services being developed.

## **Impairment Testing**

Assets with a finite life are reviewed annually for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

## **Balance Sheet Ratios**

The Local government Act 2002 requires the SOI to include the projected ratio of shareholders funds to total assets within the Forecast Statement of Financial Position.

The LASS is budgeted to have an accumulated shareholders fund of \$1,374,674 at 30 June 2014, which relates to 95.2% of total assets. The only liabilities of the LASS are trade creditors.

The Forecast Financial Statements for the years 2013-2015 are attached to this statement.

## **Procedures for the Purchase and acquisition of Shares**

The Board will give approval before LASS subscribes for, purchases or otherwise acquires shares in any company or other organisation, which is external to the group.

## **Inventories**

- It is not envisaged that the company will hold inventories, other than those that might relate to providing computer based services to a number of parties. They will be valued at net realisable value.

### **Taxation**

- Taxation will be provided as required against the company in line with the required legislation.

In accordance with the Public Audit Act 2001 and the Local Government Act 2002, the Auditor General will be responsible for the audit of the company's financial statements.

As the current shared services are on a cost recovery basis it is not envisaged that any dividends will be paid.

### **Value of Shareholder's Investment**

The Directors' estimate of the commercial value of the shareholders' investment in the LASS is equal to the shareholders equity in the company. Reassessment of the value of this shareholding shall be undertaken on or about 1 April each year.

### **Compensation**

Directors of the LASS will not receive any fees or expenses for work undertaken on behalf of the LASS.

As the basis of funding of LASS, payment will be sought from all local authorities that receive services from LASS.

### **Information to be provided to Shareholders**

The company will deliver the following Statements to shareholders:

- Within two months of the end of the first half of the financial year Statement of Financial Performance, Statement of Changes in Equity Statement of Financial Position, Statement of Cashflows and Service Performance.
- Within three months of the end of the financial year the following audited statements: Statement of Financial Performance, Statement of Changes in Equity, Statement of Financial Position, Statement of Cashflows, Service Performance plus a summary of how the company has fared against its objectives and prospects for the next financial year, and a report on the company's medium to long-term plans.

### **Review of Statement of Intent**

The Directors shall approve by 1 March of each year a Draft Statement of Intent for the consideration of shareholders.

The Directors must then consider any comments on the Draft Statement of Intent that are made to it within two months of 1 March by the shareholders and deliver the completed Statement of Intent to the shareholders by 30 June.

<b>No action required</b>
---------------------------

# Regional Software Holdings Limited

## Introduction

Regional Software Holdings Limited (RSHL) was formed in October 2012 by Northland, Taranaki, Horizons, West Coast and Waikato Regional Councils and Environment Southland. The six councils worked closely together over a number of years to develop and maintain a software application suite for use by the councils in the delivery of their activities under a long term plan. This application suite is called Integrated Regional Information Software (IRIS) and is currently the sole application under the RSHL umbrella.

## Company objectives

The objective of RSHL is to work in partnership with other regional councils to provide long term shared software resources that are relevant to regional council activities and are fit for purpose, reliable, robust, resilient and cost effective.

The main drivers are:

- continuity of supply
- influence/control of the destiny of regional council sector specific software
- risk reduction
- economies of scale
- standardisation of practice and/or adoption of best practice.

## Frequency

As required.

## No action required

*THAT the report "Appointment of Alternative Director to Regional Software Holdings Limited (RSHL) (Doc #3228917 dated 27 November 2014) be received, and  
THAT the council appoint Neville Williams as alternative director to RSHL for Waikato Regional Council.  
(Res. No. WRC15/110 dated 26 February 2015)*

## Martha Trust

**CONSTITUTION:** Trustees appointed by Waikato Regional Council, Hauraki District Council and Ngati Tamatera.

**MEETING FREQUENCY:** As required.

**OBJECTIVE:** The Martha Trust was established in 2001 by a joint venture known as the Waihi Gold Company, setting the sum of \$10 to create the Trust Fund. The purpose of the Trust is to take the title to land currently part of the Martha Mine operation following the completion of mining and closure of the site and to monitor and maintain that land so that it can be used for recreational purposes by the general public.

Although some supporting mechanisms of the Martha Trust exist, such as the Trust structure and bond, the Trust will not actually become an operative entity until such time as the closure and rehabilitation conditions are finalised in the future. At that time Trustees will be by nomination – to include representatives nominated by Waikato RC, Hauraki DC and Ngati Tamatera.

### WRC Membership

*PA Southgate and VRJ Payne (see below for Council resolution)*

### No action required

*THAT the report “Martha Trust Trustees” (Doc #2913092 dated 13 February 2015) be received, and*

*THAT Council approve the removal of the existing trustees representing the Waikato Regional Council as Trustees to the Martha Trust.*

*THAT Council approve the appointment of Paula Anne Southgate and Vaughan Raymond John Payne as Trustees to the Martha Trust.*

*That Council approve the Deputy Chair to execute a Deed of Removal and Appointment of Trustees in the Martha Trust as attached at Appendix One (of #2913092).*

*(Res No. WRC15/108 dated 26/2/2015)*

# Animal Ethics Committee

## CONSTITUTION:

The Animal Welfare Act (s101) sets out the membership required on Animal Ethics Committees – one member must be a person appointed by the code holder (for Ruakura it is AgResearch) on the nomination of a territorial authority or regional council. The Waikato Regional Council was identified/chosen some years ago as the appropriate organisation to enable Ruakura/AgResearch to meet their respective statutory requirements.

The nominee does **not** have to be an elected member. Because the nominee does **not** represent Council, WRC does not pay any remuneration (meeting attendance fee or mileage). People appointed to the Animal Ethics Committee are paid a meeting attendance fee and mileage by Ruakura/AgResearch as the owner/manager of the Committee.

## MEETING FREQUENCY:

Fortnightly.

## OBJECTIVE:

- (1) The functions of an animal ethics committee are—
  - (a) to consider and determine on behalf of the code holder applications for the approval of projects:
  - (b) to consider and determine, under [section 84\(1\)\(a\)](#), applications for the approval of projects:
  - (c) to set, vary, and revoke conditions of project approvals:
  - (d) to monitor compliance with conditions of project approvals:
  - (e) to monitor animal management practices and facilities to ensure compliance with the terms of the code of ethical conduct:
  - (f) to consider and determine applications for the renewal of project approvals:
  - (g) to suspend or revoke, where necessary, project approvals:
  - (h) to recommend to the code holder amendments to the code of ethical conduct.
- (2) Each animal ethics committee has such powers as are reasonably necessary to enable it to carry out its functions.

\* Councillor Hennebry's appointment expires on 31 December 2013.



Correspondence seeking Council's nomination has been received with a request for one suitable person to meet the requirements of Section 101 of the Animal Welfare Act. The term of office is for a period to expire 31 December 2019.

**Action:** Nominate 1 'suitable person' to sit on the Ag Research Ruakura Animal Ethics Committee [Cr J Hennebry]

# Taupo-nui-a-tia Management Board

**CONSTITUTION:**

The Board comprises a total of eight (8) members, with equal numbers appointed by the Tuwharetoa Maori Trust Board and the Crown - with two of the four Crown members being ex-officio appointments representing the Department of Internal Affairs and the Department of Conservation.

The secretarial/administrative support for the Board is provided by the Department of Conservation.

**MEETING FREQUENCY:**

As required.

**SCOPE OF ACTIVITY:**

The functions of the Board are:

- To manage Taupo waters as it were a reserve for recreational purposes.
- As far as practicable, act as if it is an administering body and manage Taupo Waters under the Reserves Act.
- To determine a management plan taking into account the provisions of the Deed dated 10 September 2007.
- To decide applications for:
  - Non-commercial research
  - Recreational use activities that may exclude the public.
  - Any increase in an area occupied by Crown structures.
  - Crown structures for public good.
  - To perform such further functions as are mutually acceptable to the parties to the Deed.

**No action required at this time**

# Waikato River Authority

**CONSTITUTION:** Ten (10) Board Members who are appointed by the river iwi and Ministers for the Crown.

**MEETING FREQUENCY:** Monthly or as required.

**SCOPE OF ACTIVITY:**

Established via the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.

The purpose of the Authority is to:

- set the primary direction through the Vision and Strategy to achieve the restoration and protection of the health and wellbeing of the Waikato River for future generations
- promote an integrated, holistic and co-ordinated approach to the implementation of the vision and strategy and the management of the Waikato River, and
- fund rehabilitation initiatives for the Waikato River in its role as trustee for the Waikato River Clean-Up Trust.

The Minister (of Treaty Settlements) is responsible, in consultation with other Ministers, for appointing the non iwi members of the Authority. Schedule 6 of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 sets out the provisions pertaining to the membership of the Waikato River Authority.

**No action required at this time**